DOCUMENT RESUME

ED 159 988 HE 010 446

AUTHOR	Holder, Elizabeth Jerome, Ed.
TITLE	Handbook for Faculty.
INSTITUTION	North Carolina Univ., Greensboro.
PUB DATE	Dec 77
NOTE	127p.
AVAILABLE FROM	The University of North Carolina, Greensboro, North Carolina
EDRS PRICE	MF-$0.83 HC-$7.35 Plus Postage.
DESCRIPTORS	Academic Freedom; Administrative Organization; *Administrative Policy; Codes of Ethics; *College Faculty; College Governing Councils; Consortia; Curriculum Development; Due Process; *Faculty Handbooks; Faculty Organizations; Faculty Promotion; Fringe Benefits; Guides; Higher Education; Interinstitutional Cooperation; Leave of Absence; *Manuals; *Personnel Policy; Politics; Scientific Research; *State Universities; Teacher Retirement; Teaching Benefits; Tenure; Travel
IDENTIFIERS	*University of North Carolina Greensboro

ABSTRACT

Designed as a guide for new faculty members and as a source of reference for others to the procedures, policies, regulations, and benefits on campus pertaining to the academic community, this handbook presents a history of the University of North Carolina and the Greensboro campus, a chart showing academic and administrative organization, an alphabetized main text with cross-references, and 19 appended documents. Annual leave, campus mail service, child care facilities, continuing education, examination policy, faculty committees, grading policies, insurance programs, the library, recreational opportunities, and student government are some of the topics addressed in the main text. Appended documents include some of the following items: the instrument of government of the University; regulations on academic freedom, tenure, and due process; the academic honor code; regulations and procedures of the curriculum committee; political activities of University Consortium Inc. agreement to provide open access to students for registration in courses offered at area institutions; agreements to provide sharing of faculty time and open access to students between the University at Greensboro and North Carolina Agricultural and Technical State University; medical procedures for the campus; and policies for the protection of human subjects in research. (JMD)

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HANDBOOK FOR FACULTY

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The University of North Carolina at Greensboro

FOREWORD

The quality of a university is determined largely by the strength of its faculty. It is they who translate the mission of the University into the specific activities of teaching, research, and public service. It is they who are most directly in communication with students, interpreting the intellectual life to them and stimulating creativity among them.

This Handbook is an effort to facilitate the work of the faculty at this University. We have sought to assemble here, in concise form, a summary of information concerning organizational structure, policies, procedures, and services that we hope will prove useful to all members of the faculty.

We hope the faculty individually and collectively will find here a climate that will call forth their finest achievements.

James S. Ferguson
Chancellor

INTRODUCTION

The fourth edition of the *Handbook for Faculty of the University of North Carolina at Greensboro* has been prepared with the help of many people, too many to list individually. As editor, however, I express my gratitude for the cooperation I received without exception whenever I sought information.

Members of the Advisory Committee for the Handbook, Mr. Ralph Hill, Dr. Robert O. Stephens, and Dr. Elizabeth Umstead, were gracious and thoughtful in making suggestions, and I thank them for their support. Two members of the Office of the Vice Chancellor for Academic Affairs made the compilation both possible and pleasant: Mrs. Paula A. Osborne was a constant source of helpful information and advice, and Mrs. Janet A. Thompson cheerfully and with professional skill assembled the various sections revised many times into the finished whole. I am especially grateful to them for their assistance.

The Handbook is designed as a guide for new faculty members and as a source of ready reference for others to the procedures, policies, regulations and benefits on the campus which pertain to the academic community. The Handbook has been made looseleaf, with the hope that it can be easily amended. There are omissions—some intentional and no doubt others inadvertant. It is hoped that the material which is included, however, will be useful, and the time and effort expended on the revision will prove worthwhile.

Elizabeth Jerome Holder, Editor

December 1977

THE UNIVERSITY OF NORTH CAROLINA

The University of North Carolina was chartered in 1789 and opened its doors to students at its Chapel Hill campus in 1795. Throughout most of its history, it has been governed by a Board of Trustees chosen by the Legislature and presided over by the Governor. During the period 1917-1972, the Board consisted of one hundred elected members and a varying number of ex officio members.

By act of the General Assembly of 1931, without change of name, it was merged with the North Carolina College for Women at Greensboro and the North Carolina State College of Agriculture and Engineering at Raleigh to form a multicampus institution designated the University of North Carolina.

In 1963 the General Assembly changed the name of the campus at Chapel Hill to the University of North Carolina at Chapel Hill and that at Greensboro to the University of North Carolina at Greensboro and, in 1965, the name of the campus at Raleigh was changed to North Carolina State University at Raleigh.

Charlotte College was added as the University of North Carolina at Charlotte in 1965 and, in 1969, Asheville-Biltmore College and Wilmington College became the University of North Carolina at Asheville and the University of North Carolina at Wilmington, respectively.

A revision of the North Carolina State Constitution adopted in November 1970 included the following: "The General Assembly shall maintain a public system of higher education, comprising the University of North Carolina and such other institutions of higher education as the General Assembly may deem wise. The General Assembly shall provide for the selection of trustees of the University of North Carolina . . . ." In slightly different language, this provision had been in the Constitution since 1868.

On October 30, 1971, the General Assembly in special session merged, without changing their names, the remaining ten state-supported senior institutions into the University as follows: Appalachian State University, East Carolina University, Elizabeth City State University, Fayetteville State University, North Carolina Agricultural and Technical State University, North Carolina Central University, North Carolina School of the Arts, Pembroke State University, Western Carolina University, and Winston-Salem State University. This merger, which resulted in a statewide multicampus university of sixteen constituent institutions, became effective July 1, 1972.

The constitutionally authorized Board of Trustees was designated the Board of Governors, and the number was reduced to thirty-two members elected by the General Assembly, with authority to choose their own chairman and other officers. The Board is "responsible for the general determination, control, supervision, management, and governance of all affairs of the constituent institutions." Each constituent institution, however, has its own board of trustees of thirteen members, eight of whom are appointed by the Board of Governors, four by the Governor, and one of whom, the elected president of the student body, serves ex officio. The principal powers of each institutional board are exercised under a delegation from the Board of Governors.

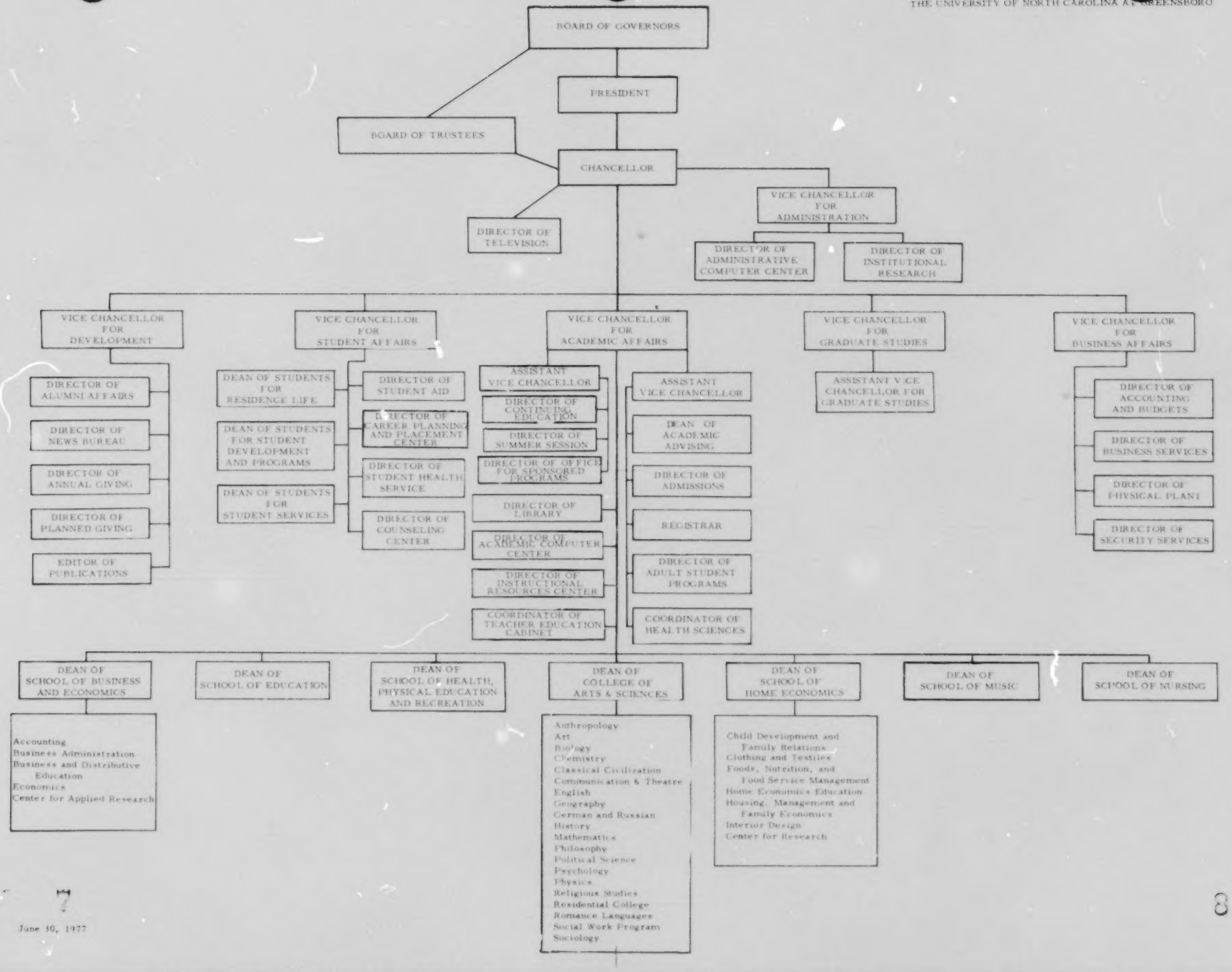
Each institution has its own faculty and student body, and each is headed by a chancellor as its chief administrative officer. Unified general policy and appropriate allocation of function are effected by the Board of Governors and by the President with the assistance of other administrative officers of the University. The General Administration office is located in Chapel Hill.

The chancellors of the constituent institutions are responsible to the President as the chief administrative and executive officer of the University of North Carolina.

THE UNIVERSITY OF NORTH CAROLINA AT GREENSBORO

The institution now known as the University of North Carolina at Greensboro was authorized by legislative enactment on February 18, 1891. The State Normal and Industrial School opened October 5, 1892 in Greensboro on ten acres of donated land with a student body of two hundred twenty-three and a faculty of fifteen. In 1896, the name of the school was changed to State Normal and Industrial College, remaining this until 1919 when the name changed again to North Carolina College for Women. By act of the General Assembly of 1931, this institution and the North Carolina State College of Agriculture and Engineering in Raleigh were merged with the University of North Carolina in Chapel Hill. In 1932, therefore, the local institution became the Woman's College of the University of North Carolina, one of the three campuses comprising the University. The laws were amended in 1963 to authorize the admission of both men and women at all levels of instruction on all University campuses and broader curricular offerings at Greensboro and Raleigh. Procedures for establishing additional campuses in other areas were prescribed at this time. The local campus thus became the University of North Carolina at Greensboro and fully coeducational.

The first president of the institution was Dr. Charles Duncan McIver who served from 1892 until his death in 1906. He was followed by Dr. Julius I. Foust, who retired in 1934. Dr. Walter Clinton Jackson succeeded Dr. Foust with the title of "Dean of Administration" until he became Chancellor in 1945, serving in that capacity until 1950. Other Chancellors have been Dr. Edward Kidder Graham, 1950-1956; Dr. W. W. Pierson, Jr., Acting Chancellor in 1956 and also again in 1960; Dr. Gordon Blackwell, 1957-1960; Dr. Otis A. Singletary, 1961-1966; and Dr. James S. Ferguson, 1967 to date.


BOARD OF GOVERNORS
PRESIDENT
BOARD OF TRUSTEES
CHANCELLOR
DIRECTOR OF TELEVISION
VICE CHANCELLOR FOR ADMINISTRATION
DIRECTOR OF ADMINISTRATIVE COMPUTER CENTER
DIRECTOR OF INSTITUTIONAL RESEARCH
VICE CHANCELLOR FOR DEVELOPMENT
DIRECTOR OF ALUMNI AFFAIRS
DIRECTOR OF NEWS BUREAU
DIRECTOR OF ANNUAL GIVING
DIRECTOR OF PLANNED GIVING
EDITOR OF PUBLICATIONS
VICE CHANCELLOR FOR STUDENT AFFAIRS
DEAN OF STUDENTS FOR RESIDENCE LIFE
DEAN OF STUDENTS FOR STUDENT DEVELOPMENT AND PROGRAMS
DEAN OF STUDENTS FOR STUDENT SERVICES
DIRECTOR OF STUDENT AID
DIRECTOR OF CAREER PLANNING AND PLACEMENT CENTER
DIRECTOR OF STUDENT HEALTH SERVICE
DIRECTOR OF COUNSELING CENTER
VICE CHANCELLOR FOR ACADEMIC AFFAIRS
ASSISTANT VICE CHANCELLOR
DIRECTOR OF CONTINUING EDUCATION
DIRECTOR OF SUMMER SESSION
DIRECTOR OF OFFICE FOR SPONSORED PROGRAMS
DIRECTOR OF LIBRARY
DIRECTOR OF ACADEMIC COMPUTER CENTER
DIRECTOR OF INSTRUCTIONAL RESOURCES CENTER
COORDINATOR OF TEACHER EDUCATION CABINET
ASSISTANT VICE CHANCELLOR
DEAN OF ACADEMIC ADVISING
DIRECTOR OF ADMISSIONS
REGISTRAR
DIRECTOR OF ADULT STUDENT PROGRAMS
COORDINATOR OF HEALTH SCIENCES
VICE CHANCELLOR FOR GRADUATE STUDIES
ASSISTANT VICE CHANCELLOR FOR GRADUATE STUDIES
VICE CHANCELLOR FOR BUSINESS AFFAIRS
DIRECTOR OF ACCOUNTING AND BUDGETS
DIRECTOR OF BUSINESS SERVICES
DIRECTOR OF PHYSICAL PLANT
DIRECTOR OF SECURITY SERVICES
DEAN OF SCHOOL OF BUSINESS AND ECONOMICS
Accounting
Business Administration
Business and Distributive Education
Economics
Center for Applied Research
DEAN OF SCHOOL OF EDUCATION
DEAN OF SCHOOL OF HEALTH, PHYSICAL EDUCATION AND RECREATION
DEAN OF COLLEGE OF ARTS & SCIENCES
Anthropology
Art
Biology
Chemistry
Classical Civilization
Communication & Theatre
English
Geography
German and Russian
History
Mathematics
Philosophy
Political Science
Psychology
Physics
Religious Studies
Residential College
Romance Languages
Social Work Program
Sociology
DEAN OF SCHOOL OF HOME ECONOMICS
Child Development and Family Relations
Clothing and Textiles
Foods, Nutrition, and Food Service Management
Home Economics Education
Housing, Management and Family Economics
Interior Design
Center for Research
DEAN OF SCHOOL OF MUSIC
DEAN OF SCHOOL OF NURSING

June 30, 1977

A

AASA. See "Academic and Administrative Staff Associates."

ACADEMIC AND ADMINISTRATIVE STAFF ASSOCIATES. The Academic and Administrative Staff Associates (AASA) is a University organization formed for the purpose of providing a structure through which the supportive staff can express their views on matters involving University governance. AASA offers members a forum for discussion of issues affecting the total University community and a means for improving their communication with one another and other areas of the University. All full-time and part-time academic and administrative staff associates (SPA—Subject to Personnel Act) of the University of North Carolina at Greensboro are eligible for membership in AASA.

ACADEMIC ADVISING. See "Students. Services for."

ACADEMIC CABINET. The Academic Cabinet serves as a deliberative body to advise the Chancellor concerning academic policies and procedures. Duties of the Cabinet, membership, selection and procedures are given in Article V of the "Instrument of Government", printed in full in the Appendix to this Handbook.

ACADEMIC DUE PROCESS. See "Faculty. Due Process."

ACADEMIC FREEDOM. It is the policy of the University of North Carolina at Greensboro to support and encourage full freedom, within the law, of inquiry, discourse, teaching, research and publication for all members of the University community.

The regulations on academic freedom, tenure, and due process as approved by the Board of Governors of The University of North Carolina are printed in full in the Appendix to this Handbook, together with Chapter VI of *The Code of the Board of Governors of The University of North Carolina* which is also on academic freedom and tenure.

ACADEMIC HONOR CODE. The document "Academic Honor Code" which was adopted by the Faculty Council on January 18, 1977 and the student body on April 21, 1977, is included in the Appendix to this Handbook.

Faculty members are responsible for knowing the Academic Honor Code and for supporting its aims and procedures.

ACADEMIC ORGANIZATION. The chart showing academic and administrative organization is in the front of this Handbook.

The major academic areas of the University are the College of Arts and Sciences; the School of Business and Economics; the School of Education; the School of Health, Physical Education, and Recreation; the School of Home Economics; the School of Music; the School or Nursing, and the Graduate School.

The College of Arts and Sciences is organized into departments with the administrator of each department being designated Head. The School of Business and Economics has a Center for Applied Research and four departments: Accounting; Business Administration; Business and Distributive Education; Economics. The School of Home Economics has a Center for Research and six departments: Child Development and Family Relations; Clothing and Textiles; Food, Nutrition, Food Service Management; Home Economics Education; Housing, Management and Family Economics; Interior Design. The School of Education has three divisions: One of these incorporates the faculties working in the areas of Educational Psychology, Educational Administration, Guidance and Counseling, Educational Research; another incorporates the faculties working in the areas of Curriculum and Foundations; the third incorporates the faculties in Library Education and Instructional Media.

The administrative officer of the Graduate School is the Vice Chancellor for Graduate Studies. The administrative officers of the other Schools and the College are designated as Deans.

The Council of Deans is composed of the Vice Chancellor for Academic Affairs, the Vice Chancellor for Graduate Studies, the Vice Chancellor for Student Affairs, the Director of the Library, the Dean of the College of Arts and Sciences, and the Deans of the Schools.

ADULT STUDENTS, Office for. See "Students. Services for."

ALCOHOLIC BEVERAGES, Possession and Consumption of. Policies governing the possession and consumption of alcoholic beverages on the campus of the University of North Carolina at Greensboro are included in the Appendix to this Handbook as well as in the *Student Handbook*. These policies do not contravene federal, state, or municipal law regarding their purchase, possession, or consumption.

ALUMNI ASSOCIATION. The Alumni Association was organized in 1893 to promote education, advance the interests of the University, and encourage cooperation of the alumni in the work of the University and the association. The offices for the association are in the Alumni House, which not only serves as an office building, but also as a guest house and meeting place for conferences, social functions, and small group meetings.

The Alumni Association publishes the *Alumni News*, a quarterly, which is sent without charge to the members of the faculty.

For more information about availability of Alumni House for special functions, see "Rooms and Facilities for Special Events."

For information about special use of alumni funds, see "University Annual Giving Program."

ALUMNI TEACHING EXCELLENCE AWARDS. In 1963 the Alumni Association established funds for the Alumni Teaching Excellence Awards through the Annual Giving Funds. These funds make possible $1,000 per year to recognize outstanding teaching on the UNC-G campus.

It has been the custom since the awards were first presented in 1964 to make two awards of $500 each, one to a senior member of the faculty (associate and full professors) and the other to a member of the junior faculty (instructors and assistant professors). Nominations are made through established channels by both faculty and students. Two anonymous committees, one of faculty members appointed by the Chancellor and the other of students appointed by the President of Student Government, review the nominations and make other nominations if they choose.

No faculty member is considered eligible for the award twice. The awards are announced at the Honors Convocation held each spring.

AMERICAN ASSOCIATION OF UNIVERSITY PROFESSORS. Membership in the University of North Carolina at Greensboro Chapter of the American Association of University Professors is open to all faculty members with associate memberships available to administrators and junior memberships available to graduate assistants and graduate students. Retired members of the faculty may also join. Notices of meetings are usually sent to departments and schools for general distribution to all interested persons.

AMERICAN ASSOCIATION OF UNIVERSITY WOMEN. Although the Greensboro chapter of the American Association of University Women is not directly affiliated with the University, the University has a corporate membership and is represented by a corporate delegate appointed by the Administration. Membership is open to all women graduates of accredited institutions. The local chapter meets each month during the academic year.

ANGELS OF THE UNC-G THEATRE. See "Theatres."

ANNUAL LEAVE. The Office of the Vice Chancellor for Academic Affairs maintains records of annual leave taken by all full-time employees exempt from the Personnel Act (EPA) who are on a twelve-month contract. The leave record for each full-time EPA employee (paid from state and non-state funds) on a twelve-month contract will be signed and forwarded to the Office of Academic Affairs by the administrative head of the unit to which the employee reports by June 30 of each year.

ANNUITY PROGRAMS. See "Faculty. Retirement." and "Tax-Sheltered Annuities."

APPOINTMENTS. See "Faculty. Appointment."

ARCHIVES. See "Library."

AUDITING. Members of the faculty, their spouses, and staff members may audit courses which do not involve individual instruction free of charge. No registration is needed for these courses, but approval forms must be obtained from the Office of the Vice Chancellor for Academic Affairs.

Persons holding the doctorate who are not members of the UNC-G faculty may audit courses on the recommendation of deans or department heads and the approval of the Vice Chancellor for Academic Affairs.

No special or unclassified student will be given permission to audit a course involving individual instruction until all regularly enrolled students have registered and the department head or dean indicates that there is room for additional students in the class. Regular fees and tuition will be charged for auditing courses involving individual instruction.

B

BOOK STORE. The University Book Store is University owned and operated with profits going into a scholarship fund. Books and supplies are sold at prevailing retail prices. By regulations of the Board of Governors of the University, no discounts can be given on any purchase made in any of the campus stores of the University by any student, faculty, or staff member, or any other person.

Textbook requisitions are submitted by faculty members through the heads of their respective departments or through the deans of their schools. The Book Store will also place special orders for faculty members for personal book requirements.

Specific supplies required for courses are requisitioned each semester at the time textbook requisitions are submitted.

Paper-bound books are stocked by the Book Store to meet the demands for supplementary reading and to satisfy personal tastes. Faculty suggestions are welcomed.

It is the responsibility of each faculty member to acquire his personal copies of the texts which he will use. Desk copies may usually be obtained by writing directly to the publisher. Most publishers will not furnish desk copies through campus book stores. To assist faculty members the University Book Store will sell to them copies of textbooks and refund the purchase price if completely new, unmarked, and salable copies are returned within sixty days.

The University Book Store handles the rental or sale of academic caps, gowns, and hoods. Faculty are given the opportunity to place orders each year.

C

CALENDAR AND CLASS SCHEDULE. The basic calendar for the University is determined by the Calendar and Scheduling Committee. The Committee is guided by the following policy:

The academic calendar for the year-round operation, excluding vacation and holiday periods, shall include two semesters of seventeen weeks each and a summer session of eleven weeks divided into two terms of approximately five and one-half weeks. (See "Summer Session" for variations.)

The schedule of classes is prepared by the Registrar's Office under the direction of the Calendar and Scheduling Committee. During the spring semester, the Registrar's Office sends a request to the deans for the schedule of course offerings for the following fall semester. A similar time plan is followed during the fall semester for the spring schedule. The schedules are prepared according to the basic scheduling guides set up by the Committee. These guides include procedures for scheduling the various sequence patterns and for limitations on the time patterns that may be used for certain courses.

CAMPUS MAIL SERVICE. The Campus Mail Service is located in the basement of the Faculty Center, with entrance on the west side. Mail is delivered to, and picked up from, buildings on the campus twice a day, Monday through Friday. Campus Mail handles local mail (that to be delivered on campus and requiring no stamp) and also mail which comes from or goes to the United States Postal Service.

CASHIER'S OFFICE. The Cashier's Office, open from 9:00 a.m. to 4:00 p.m., Monday through Friday, will cash personal checks of not more than $25.00 for students and faculty. A faculty I.D. card may be requested if the faculty member is unknown to the person cashing the check.

CHILD CARE FACILITIES. The University of North Carolina at Greensboro supports four laboratory facilities for students and faculty interested in studying young children. Application for admission to these laboratories is open to children from the community as well as to children of UNC-G faculty, staff and students. All are sponsored by the School of Home Economics.

The Nursery Center for Infant-Toddler Care takes children ages three months to three years, and is open from 7:45 a.m. to 5:30 p.m., five days a week, fifty weeks a year. The Center is in the Curry Building on the campus. Enrollment is limited to thirty children.

The Toddler and Two-Year Programs are designed for children thirteen to thirty-six months old. These children meet in groups of twelve for an hour twice a week. Mothers meet during each session and participate in a planned program conducted by students enrolled in parent education classes. The Toddler-Two-Year-Old Programs are housed at 214 McIver Street and follow the same academic calendar as University classes.

The Nursery School is in a specially designed facility located at McIver Street and North Drive. It serves as a laboratory for observation and teaching of three- and four-year old children and as a resource for research in child development. The Nursery School offers a morning-and-lunch session (9:00-12:30) five days a week with two additional groups meeting from 2:00-4:30 Tuesday through Friday of each week. The Nursery School is open throughout the academic year on the same schedule as University classes and for six weeks each summer.

The Brent Woodson Carter Child Care Center is housed in a modular mobile unit especially designed for child care located on the campus, off Highland Avenue. The Carter Center provides all-day (7:30 a.m.-5:30 p.m.) care and an educational program, Piagetian Model, for twenty children four years old, as well as serving as a laboratory for research and observation. The Center operates on the same schedule as University classes and during one term of summer school.

CHINQUA-PENN PLANTATION HOUSE. Located twenty-seven miles north of the University of North Carolina at Greensboro campus near Reidsville, North Carolina, Chiqua-Penn Plantation, home of the late Mr. and Mrs. Jefferson Penn, was given to the University of North Carolina in 1959. The estate includes a mansion of twenty-seven rooms filled with art objects and predominantly European furniture. The plantation is open to the public nine months of the year.

CLASS ATTENDANCE. *Faculty.* When a member of the faculty finds it necessary to be absent from class, he reports to his department head or dean. Deans will report to the Vice Chancellor for Academic Affairs. It is expected that students wait at least ten minutes for an instructor who is late to class.

Students. The regulations governing class attendance and absences are printed in the University catalog and in the *Student Handbook*. Instructors are requested to report to the Dean of Academic Advising any student who has been absent for three consecutive class meetings or who has been absent excessively. The Student Health Center, the Dean of Students for Student Services, and the Dean of Students for Residence Life, notify the Academic Advising Office if they know it is necessary for a student to be absent. This information will be furnished to instructors who request it by the Dean of Academic Advising.

A faculty member may call the Student Health Center to see if a student's health problem caused an absence from class, but individual diagnosis and other specific details will not be released without the written consent of the student.

CLASS ENROLLMENT. Only those students who have completed official registration shall be permitted to attend classes. Official registration is confirmed by class lists sent to instructors from the Registrar's Office. The student is given a copy of his official registration which is "approved" by the Registrar's Office. This may serve as temporary notice of registration for those who register late until the official notice is sent to the instructor.

A student who is registered incorrectly or who wishes to change his registration must make this change officially through the Registrar's Office and instructors are informed of such changes.

CLASS SCHEDULES. See "Calendar and Class Schedule."

CLASSROOMS. Classrooms are assigned by the Office of the Registrar on the basis of requests received from Deans. Room assignments are listed each semester in the Schedule of Classes. Classrooms needed for occasional meetings may be reserved through the Office of the Registrar.

In addition to the rooms assigned by the Registrar, there are also rooms in Jackson Library available for classrooms. These include a lecture hall, three seminar rooms, and a soundproof audiovisual room. These may be used for regularly scheduled classes for a semester or for special class meetings in which library materials are to be used. Requests for scheduling these rooms should be made in the Office of the Library Director.

See "Rooms and Facilities for Special Events" for additional information about other facilities.

COMMENCEMENT. See "Faculty. Commencement."

COMMITTEES OF THE FACULTY. See "Faculty. Committees."

COMPUTER CENTERS. The Computer facilities at the University consist of two separate centers.

The Administrative Computer Center facilities include a Univac 70/45G computer with 262 K main memory and seven disk drives. The facility is used primarily for administrative work and is located in the Forney Building.

The Academic Computer Center provides batch-processing and interactive computer services for instruction and research. Both an IBM 370/165 and a Hewlett-Packard 2000 system are available through three batch facilities and over a dozen interactive terminals conveniently located on the campus. The primary batch facility is in room 215, Petty Science Building, and the administrative office is at 122 Graham Building. Faculty members are encouraged to become familiar with the Center and to use its facilities in their teaching and research.

CONFIDENTIALITY OF PERSONNEL RECORDS. See "Faculty. Personnel Records" and "Students. Personnel Records."

CONSULTING. See "Faculty. Outside Employment."

CONTINUING EDUCATION. The University provides special educational programs and other public service activities to members of the surrounding community through the Office of Continuing Education. Such activities are coordinated by the Director, who reports to the Vice Chancellor for Academic Affairs. Assistance is provided by personnel within the office and by Continuing Education Program Associates based in major academic divisions.

All special educational programs designed to meet learning needs of the public and indicating University sponsorship must be approved by and reported to the Office of Continuing Education. Such activities also require approval of academic deans and other administrative officers, and must generally be budgeted on a self-supporting basis. Continuing Education programs include extension and correspondence credit courses, non-credit workshops and short courses, institutes, and conferences.

Teaching appointments and other assignments for Continuing Education are recommended to the Director by the dean of the sponsoring academic division. Although public service, including instructional services, is considered to be part of the responsibility of the faculty, such service may under certain circumstances be reimbursed on an overload

basis. (See "Faculty. Outside Employment." for University regulations on faculty employment and pay beyond regular, full-time University contract assignment.)

COORDINATOR'S CABINET. See "Teacher Education, Coordination of."

COUNSELING AND TESTING CENTER. See "Students. Services for."

CREDIT UNION. See "State Employees' Credit Union."

D

DEVELOPMENTAL AFFAIRS. The Office of Development, located in the Alumni House, coordinates and promotes those activities related to advancing public understanding of the institution and obtaining for it private financial support from alumni, friends, organizations, corporations, and foundations. This office serves as the point of clearance for all efforts to raise private funds in behalf of the University. In this way priorities are established and duplication of solicitation is avoided.

DISCHARGE OF FACULTY MEMBERS. See "Faculty. Discharge of."

DISRUPTION POLICY. The text of the official document containing policies relating to disruption of educational process is printed in the *Student Handbook*. It was adopted in 1970 by the Board of Trustees as Chapter V of *Code Provisions Governing the University of North Carolina*, the code in effect at that time.

DRUGS. The use, possession, sale and/or distribution of products such as marijuana, LSD, barbituates, amphetamines, is strictly prohibited. When violation of federal and state laws is involved, the University has an obligation to report any information concerning such practices to proper authorities.

DUE PROCESS. See "Faculty. Due Process."

DUPLICATING SERVICES. *Duplicating Department.* The Duplicating Department, located in the basement of West Dining Hall, operates an offset printing and duplicating service for official University business. In addition to printing such items as letterhead stationery, order forms, and similar supplies, the Duplicating Service will print monographs, booklets, and brochures. Faculty are requested to schedule work needed as far in advance as possible: at least two weeks are required for printing a brochure.

The Duplicating Service will bill the appropriate department for all work undertaken.

The addressograph machines for faculty mailings are also kept in this department.

Elliott University Center: A coin-operated copier is available on the main level for making a limited number of copies quickly. The Center and Student Government also provide mimeographing services. See "Elliott University Center" for details.

Library: The Library has a number of coin-operated photocopying machines available for public use. See "Library" for details.

E

ELECTIVE OFFICE HOLDING. See "Political Activities of University Employees."

ELLIOTT UNIVERSITY CENTER. The Harriet Elliott University Center is the campus union built in 1953 and enlarged in 1968. The Director of the Center is the Dean of Students for Student Development and Programs, who is assisted by an Assistant Dean, an Assistant Director for the Center, and a Program Director. Elliott University Center offers many services of interest to the faculty:

The Calendar of Events, the official campus calendar, is kept at the Information Desk. Faculty members and student organizations must schedule on this calendar any campus event for which they have responsibility. Announcements for the printed "Campus Calendar and Announcements", issued each Friday when the University is in session, should be submitted in writing by noon on Monday of the week preceding, i.e., twelve days in advance.

The Catering Service provides light refreshments for private parties, club meetings and residence hall functions. Orders should be placed at least one week in advance with the Food Services Director through the Information Desk.

Cone Ballroom is available for dances, lectures, meetings, banquets, receptions, concerts and movies. It will seat 700 for lectures, 200 for banquets, an unlimited number for receptions.

The Information Desk is located on the main level of the Center. Services provided at the desk include information on campus events, reservations for use of rooms in the Center, sale of postage stamps, making change, mail service for campus organizations, a lost and found, and coordination of other Elliott Center services.

Meeting rooms in Elliott University Center may be reserved for use by campus organizations and groups through the Information Desk. These include three lecture rooms and four lounges. See "Rooms and Facilities for Special Events."

Mimeographing Services are provided by Student Government and Elliott University Center for students and campus organizations. Stencils, obtained at the SG Offices, must be prepared by the person purchasing them or the secretary of SG and returned at least three days prior to the required deadline. A minimal charge is made for this service. A coin-operated copier is also available on the main level.

The Newsstand, open Monday-Friday from 9:00 a.m. to 5:00 p.m., offers magazines, paperback books, out-of-state newspapers (*New York Times, Washington Post*, etc.) and candy and nuts for sale.

Poster Services may be used for a maximum of forty posters to be printed on order for campus organizations. Two weeks' notice must be given and the order presented in person at the Information Desk during office hours. A minimal charge is made.

EMERGENCIES. The procedures covering medical emergencies and emergencies requiring evacuation of campus buildings for bomb threats or fires are included in the Appendix to this Handbook.

The Campus Police should be notified in any emergency. In case of fire, the Greensboro Police and Fire Emergencies number should also be called.

In an emergency requiring medical or rescue personnel, the Guilford County Emergency Transportation Service should be notified as well as the Campus Police.

Announcements of cancellation of classes because of snow or other hazardous conditions will be made through the Office of the Chancellor.

EXAMINATION POLICY. *The Examination Schedule.* The Examination Schedule, involving approximately six days at the end of each semester, is prepared in the Registrar's Office with direction and approval from the Calendar and Scheduling Committee. The period of the final examination schedule is considered in the instructional time for the semester. Regulations pertaining to variations from this schedule are published along with the Examination Schedule at the time the schedule of classes is published. The Examination Schedule is distributed by the Registrar during the pre-registration for the semester the examinations are to be given.

An instructor may change the time scheduled for a final examination to another time within the final examination period, but *only* if he has the unanimous consent of students in the class. It is the instructor's responsibility to secure a new room assignment from the Registrar.

Changing Examinations. An individual student's examination schedule may be changed under the following circum-

stances:

1. Conflicts. The Registrar's Office will corroborate the presence of a conflict in writing. Both the student and the involved faculty member will negotiate a change in the time of examination.

2. More than two examinations within a twenty-four hour period. No student will be required to take more than two examinations in a twenty-four hour period. The Registrar's Office will corroborate instances of more than two examinations in a twenty-four hour period and will determine which examination is to be changed. Both the student and the instructor involved will negotiate a change in the time of the examination.

3. Illness of the student, or death in the immediate family. When illness or the death of a member of the immediate family occurs, the Dean of Academic Advising will notify the Registrar and the faculty member involved of the need to change the time of the examination for the student.

4. Other circumstances beyond the control of the student. When circumstances beyond the control of the student (other than those stated in "3" above) occur, a request for a change in the time of the examination should be presented to the instructor in writing. If the request for a change is approved by the instructor, the time of examination will be negotiated by the student and the instructor.

5. In all cases where an examination is rescheduled for one of the reasons mentioned above, the examination must be taken within the regular examination period.

Final Examinations. Each member of the faculty must decide whether or not a final examination is to be included in the teaching of a particular course. It is then the responsibility of the faculty member to inform his students of his decision early in the course. If he chooses not to give a final examination, the time allotted for the examination should be used for an appropriate alternative instructional period since examinations are included in the time allocated for instruction. The faculty member's duty to meet his teaching responsibilities includes the responsibility for planning and meeting with his class during this time.

Retention of Examinations. In the interest of good teaching practice, and to insure a basis for possible review of a grade, each faculty member is expected to retain all *unreturned* papers, including examinations and term papers, for a period of one calendar year. The faculty member should be willing to discuss any unreturned examination at the request of a student.

Other Examination Policies. The examination periods are three hours in length and instructors may give three-hour examinations. This practice is permissive and not obligatory on the part of the instructor.

The last instructional day immediately preceding the first day of examinations is set aside as Reading Day for students. No examination or assignment in lieu of an examination may be given on that day.

No test which shall be substituted for the final examination shall be given during the week preceding final examinations.

During the ten calendar days prior to Reading Day, no hourly tests shall be given unless announced during the first month of the semester.

Special Examinations for Credit. In exceptional circumstances students may attempt to establish credit by examination. Detailed regulations are printed in the University catalog.

EXCELLENCE FUND. Business and civic leaders in Greensboro organized in 1966 to "aid and promote, by financial assistance and otherwise, excellence in higher education, service, and research at UNC-G." A supporting fund has surpassed the million dollar mark in contributions. Income from the fund is used to support the appointment of distinguished scholars as Excellence Fund Professors and in other ways to promote excellence in teaching and research in the University.

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FACULTY. Advising. Each entering student is assigned a faculty adviser chosen insofar as possible from the student's stated field of interest. The number of entering students assigned to each faculty adviser is kept as small as possible. Freshman and sophomore adviser assignments are made by the Dean of Academic Advising. During the junior and senior years, students are assigned advisers in their major field of studies by their deans.

FACULTY. Appointment. Each person appointed to the faculty is expected to possess such personal traits as intellectual integrity, emotional balance, breadth of interests, ability to cooperate effectively with others, and a willingness to think in terms of the whole institution. Those faculty carrying administrative responsibility are expected to have demonstrated administrative ability or the potential for developing it.

Good teaching, commitment to scholarship, professional achievement and service, are among the major criteria for appointment and promotion. A statement on criteria for faculty appointment and promotion, approved in Faculty Council, February 15, 1972, is printed in the Appendix to this Handbook. Another document, "Regulations on Academic Freedom, Tenure and Due Process of the University of North Carolina at Greensboro," approved by the Board of Governors in May 1976, and also included in the Appendix to this Handbook, contains the official regulations for appointment, reappointment, and reappointment beyond normal retirement date.

Graduate Faculty. Faculty members teaching 500- or 600-level courses for graduate credit or serving on thesis and dissertation committees or as official advisers to graduate students, must be recommended by their department heads or deans for such service and be approved by the Graduate Administrative Board. When requested to do so by a department or school, the Vice Chancellor for Graduate Studies may, at his discretion, offer the privilege of participation in a graduate program for a designated function to a person who is not a member of the graduate faculty.

There are three classes of membership for the graduate faculty: Member, Associate, and Adjunct. The qualifications and duties of these three classes, as adopted by the Graduate Administrative Board, are as follows:

A. Appointment as a *Member* shall be with permanent tenure and shall qualify members to serve in all capacities within the University's graduate program. Members may teach any course designated by their departments, and may serve as chairmen of thesis and dissertation or student advisory committees. Faculty appointed as Members shall:

1. Hold the doctorate, or hold appointment to the faculty as assistant professors or higher.
2. Have demonstrated competence in research by at least one significant publication in a professional journal; or in creative work have achieved recognition on a national level.
3. Have active records of participation in professional organizations related to the academic field of specialization.
4. Have recognition within the faculty as scholars and as effective teachers.
5. Show concrete evidence of professional development.

For those candidates whose field does not normally include extensive publication but which demands technical administration, consultation for research and development, and creative activities, in general it is expected that the sponsor will provide careful and thorough documentation as evidence of experience. The citation of accomplishments will be used by the Graduate Administrative Board in rendering decisions. In lieu of conventional publications, consideration will be given to textbooks or technical project reports, with the recommendation accompanied by careful justification as to the scope and significance of such work as it relates to graduate research.

B. Appointment as *Associate Member* shall be granted to, among others, newly employed assistant professors who hold the doctorate, or in creative work, those who have achieved recognition at the regional level, and who do not meet all the criteria for appointment as Member. Approval by the Graduate Administrative Board of an Associate Member shall be for five years after which the Board will review the appointment. At any time during the period of appointment in this classification the faculty member may meet the criteria for Member. Associate Members may teach any graduate course with the exception of post-master's seminars or other work offered exclusively for doctoral candidates; they may not hold primary responsibility for the direction of doctoral dissertation research, or the establishment, as advisers, of programs leading to the doctorate, but may serve as members of thesis or advisory committees at any level, and may serve as chairmen of masters' theses committees upon recommendation of the department hear and the appropriate dean, subject to approval of the Graduate Administrative Board.

FACULTY. Commencement. All full-time faculty members above the rank of instructor are expected to march in the academic procession; instructors and non-teaching faculty members are invited to be present. Permission to be absent is granted by the Chancellor. Those who do not own academic regalia may rent or buy from the University Book Store. Faculty are given the opportunity to place orders each year.

FACULTY. Committees. Standing Committees of the Faculty, most of which are composed of faculty members, administrators and students, are elected by the Faculty Council or appointed by the Chancellor with the advice of the Committee on Committees and Student Government. The chairmen of all committees submit written reports to the Chancellor annually and copies of these reports are made available to the faculty.

The *ELECTED* committees are as follows:

Academic Cabinet (thirty-six members, plus seven ex officio). The Academic Cabinet is a deliberative body to advise the Chancellor on the formulation of academic policies and procedures. The Chancellor serves as Chairman and other members are: Vice Chairman of the Faculty Council; twelve members-at-large; twelve representatives from the Schools; four representatives from the College of Arts and Sciences; one representative from the Council of Deans; three representatives from Student Government; two graduate students. Vice Chancellors and the Director of the Library are members ex officio.

Committee on Committees (six faculty members). The Committee on Committees makes recommendations to the Chancellor for appointment of faculty members to standing committees.

Community Forum (twenty-four members: five elected faculty members forming the Executive Committee through which the Forum operates; representatives from student organizations, Board of Trustees, Campus Ministers, AASA, etc. The complete list may be found in the document, "Instrument of Government of the University of North Carolina at Greensboro" included in the Appendix of this Handbook.) The Community Forum functions as a "town meeting" for campus and the community served by the University.

Curriculum (nine faculty members-at-large; six faculty representatives from Schools; one faculty representative from the College of Arts and Sciences; ex officio without vote, Vice Chancellor for Academic Affairs and the Registrar). The Curriculum Committee approves introduction of new courses for undergraduates, evaluates courses and programs for new undergraduate majors and degrees, approves requests for area credit designation for both new and existing courses, reviews and approves student proposals under Plan II (Specially Designed Programs of Study). The document "Regulations and Procedures for the Curriculum Committee," is included in the Appendix to this Handbook.

Due Process (five faculty members). The Due Process Committee receives evidence, conducts hearings and renders judgment on appeals from administrative decisions involving tenure of faculty members.

Faculty Assembly of the University of North Carolina (three delegates, three alternates). The Faculty Assembly of the University of North Carolina gathers and exchanges information on behalf of the faculties of the sixteen constituent institutions of the University. Through channels, it advises the President of the University, the Board of Governors, the General Assembly, and other governmental agencies on matters of university-wide import.

Faculty Grievances (five members from ranks of assistant professor, associate professor and full professor, with at least one member from each rank). The Committee on Faculty Grievances hears, mediates and advises with respect to the adjustment of faculty grievances concerned with matters directly related to a faculty member's employment status and institutional relationships in accordance with the provisions of the Code of the University.

Graduate Administrative Board (six elected and six appointed faculty members, plus the Vice Chancellor for Graduate Studies who serves ex officio). The Graduate Administrative Board, under the Chairmanship of the Vice Chancellor for Graduate Studies, is the policy making body of the Graduate School.

The *APPOINTED* committees are as follows:

Academic Appeals (seven faculty, including one from each of the Schools and one from the College of Arts and Sciences). The Academic Appeals Committee acts in a judicial capacity to hear appeals related to University-wide undergraduate academic regulations.

Admissions Policies (seven faculty members, plus three ex officio, the Dean of Academic Advising, Director of Admissions , Assistant Vice Chancellor for Academic Affairs, and two student members). The Admissions Policies Committee recommends policies governing admissions and advises the Director of Admissions on specific cases requiring special attention.

Calendar and Scheduling (five faculty members, plus four ex officio, the Registrar, Vice Chancellor for Graduate Studies, Director of Accounting, Assistant Vice Chancellor for Academic Affairs, and three student members). This committee makes recommendations to the Faculty Council for the University Calendar, examination schedules and class scheduling policies.

Campus Planning (five faculty members, plus four ex officio, Vice Chancellors for Business Affairs, Administration and Academic Affairs, the Chairman of the Traffic Committee, and three students). The Campus Planning Committee

advises the administration and coordinates current and long-range planning and development of physical facilities for the campus. The committee is concerned with the architectural and ecological impact of land-use patterns including location of buildings, roadways, parking areas, walkways, recreational areas and facilities, landscaping and general beauty of the campus. Total planning of specific buildings is accomplished through ad hoc committees reporting to the Campus Planning Committee and to the administration.

Campus Stores (six faculty members and three students plus ex officio, the Manager of the Book Store). The Campus Stores Committee advises the administration on the management of the Book Store, the University Restaurant and Soda Shop, Robot Room and all vending machine operations on campus.

Commencement (six faculty members, one staff member, plus five ex officio, Vice Chancellors for Student Affairs, Academic Affairs, Graduate Studies, the Registrar and Faculty Marshal, and five student members, one graduate and four undergraduates). The Commencement Committee plans and recommends commencement activities to the Chancellor and sees that adopted plans are executed.

Computer Science (twelve faculty members, plus three ex officio, the Directors of the Administrative and Academic Computer Centers, the Director of Institutional Studies). This committee formulates policy for academic computing on the campus.

Elections (five faculty members). The Elections Committee determines the eligibility of candidates for elective faculty offices of committee positions, prepares petition forms and ballots and oversees the mechanics of elections.

Equal Employment Opportunity and Intergroup Relations (eleven faculty members, three staff members). This committee reviews and advises the administration on the implementation of affirmative action policy for equal employment opportunity.

Faculty Government (seven faculty members). The Faculty Government Committee conducts a continuous review of the "Instrument of Government" and proposes amendments to it to the Faculty Council.

Faculty Welfare (five faculty and one staff member from AASA, plus one ex officio, the Vice Chancellor for Business Affairs). The Faculty Welfare Committee concerns itself with all matters pertaining to the welfare of the faculty.

Fulbright Student Applicants (seven faculty members, plus two ex officio, the Vice Chancellor for Student Affairs and the Dean of Academic Advising). The committee evaluates student applications for U.S. Government (Fulbright) grants and other foreign study grants.

Gardner Award (six faculty members). The Gardner Award Committee receives nominations of persons for the O. Max Gardner award for "that member of the faculty of the University of North Carolina who, during the current scholastic year, has made the greatest contribution to the welfare of the human race." Recommendations are forwarded by the committee through the Chancellor to a committee of the Board of Governors for a final decision.

Health Information (eight faculty members, two staff, three student members, and ex officio, the Director of the Student Health Center). All health-related aspects of University life and dissemination of health information to students are matters with which the committee is concerned.

Honorary Degrees (five faculty members, plus one ex officio, the Vice Chancellor for Administration). This committee receives and screens recommendations for persons proposed for honorary degrees and recommends these persons to the Faculty Council for approval.

Intercollegiate Athletics (seven faculty members, two ex officio, the Vice Chancellor for Student Affairs and the Dean of the School of Health, Physical Education and Recreation, and two students). The committee advises the administration on principles and policies for the intercollegiate athletic programs for men and women, recommending the sports in which teams will compete, the standards of eligibility to be applied, and forms of management and operation to be followed, including such matters as scheduling.

Library (thirteen faculty members, plus three ex officio, the Director of the Library, the Vice Chancellor for Academic Affairs, the Vice Chancellor for Graduate Studies, three student members, one graduate, two undergraduates). The Library Committee develops and recommends policies and procedures which will give the Library its most effective role in the University. It also serves as a liason agency in interpreting library policies to the faculty and faculty opinion to the Director of the Library. The University Archives operates under this committee.

Performing Artists Series (five faculty members, plus one ex officio, the Dean of Students for Student Development and Programs, and two student members). This committee schedules programs in the performing arts that are of interest to the University community and which are related to the academic program.

Piney Lake Recreation Center (ten faculty members, and two student members). This committee studies existing policies for use of Piney Lake and makes recommendations for changes when deemed necessary.

Premedical Advisory (five faculty members, plus a physician from the Student Health Center, ex officio). The Premedical Advisory Committee advises premedical students and counsels the administration on University programs which relate to premedical work.

Research Council (nine faculty members, plus four ex officio, Vice Chancellor for Graduate Studies, Director of the Office for Sponsored Programs, Dean of the College of Arts and Sciences, and Director of the Library). The Research Council receives and acts upon requests for faculty research grants.

Residence Appeals (five faculty members). This committee processes appeals of students who question their initial classification of residence for tuition purposes and serves in an advisory capacity to the Chancellor.

Student Financial Aid (twelve faculty members, plus four ex officio, Vice Chancellor for Development, Dean of Academic Advising, Director of Admissions, Director of Student Aid, and four students, one graduate and three undergraduates). This committee has the responsibility of overseeing all matters related to student financial aid and advises the Director of Student Aid on policies governing student aid and the administration of scholarships.

Traffic (five faculty members, one of whom serves as chairman, two staff members, one of whom is from AASA, four students including one town student and one graduate student and the Director of Security as ex officio). The Traffic Committee assesses parking needs, develops parking and traffic regulations for the campus and makes recommendations to the administration concerning the enforcement of traffic and parking regulations.

Undergraduate Academic Regulations (five faculty members, plus four ex officio, Dean of Academic Advising, Dean of the College of Arts and Sciences, Assistant Vice Chancellor for Academic Affairs, the Registrar, and four students). This committee develops recommendations for Academic Cabinet action on academic policies and requirements for undergraduates.

Weil Fellowship (four faculty members, plus one ex officio, the Dean of Academic Advising). This committee reviews qualifications of candidates and makes recommendations for their selection.

In addition to the committees listed above, other committees are appointed by the Dean of the College of Arts and Sciences. These include: the Honors Council, International Studies, Latin American Studies, Linguistics, Population Studies, Russian Studies, Urban Studies, and Women's Studies. The functions of these committees are discussed in the University catalog in relation to the programs with which they are affiliated.

FACULTY. Discharge of. The regulations relating to discharge of faculty members or imposition of serious sanctions against them are included in Section 7 of the document "Regulations on Academic Freedom, Tenure, and Due Process of the University of North Carolina at Greensboro," printed in the Appendix to this Handbook.

FACULTY. Due Process. The regulations governing academic freedom, tenure, and due process approved by the Board of Governors of the University of North Carolina on May 14, 1976 are printed in full in the Appendix to this Handbook as "Regulations on Academic Freedom, Tenure, and Due Process of the University of North Carolina at Greensboro."

FACULTY. Enrollment in Graduate Courses. See "Auditing" for information on non-credit course participation.

Approval of the department head, the appropriate dean, and the Vice Chancellor for Academic Affairs is necessary for credit registration in graduate courses. Faculty above the rank of instructor may not be accepted in graduate degree programs of the University while holding such appointments; no full-time faculty member may take more than one course per term.

FACULTY. Health Services. *First Aid:* For any injuries sustained on the campus, treatment will be rendered. If hospitalization is required, temporary arrangements may be made by the Health Center staff until hospital accommodations can be secured. There will be no charge for such service if the injured employee is covered under the Workmen's Compensation Act.

Out-patient Treatment: Routine out-patient diagnosis and treatment are not available to faculty at the Health Center. However, the Health Center staff will always be happy to assist in any way possible during times of emergency.

Hypodermics: When a staff member's work schedule makes it inconvenient to visit a physician, hypodermic injections prescribed by the family physician may, on written request from him, be given at the Health Center if such medication is available. In each case the appropriate fee will be charged.

For procedures in medical emergencies, see document "Medical Procedures for Campus" in the Appendix to this Handbook.

FACULTY. Leaves of Absence. Deadlines for submitting requests for leaves of absence vary with the type of leave requested.

Personal Leave: In the case of a leave of absence for personal reasons the faculty member should notify the Office of the Vice Chancellor for Academic Affairs in April, or before, of the probability of a request for leave. The formal request should be filed not later than May and preferably earlier.

The decision to grant or refuse the request for leave of absence should be made promptly, certainly within two weeks.

The obligations of both the administration and the faculty member apply in similar manner if a request is to be effective for the second semester or part of a semester.

Maternity Leave: Under University policy there is no formal provision for maternity leave. In practice, maternity leave is granted but with no provision for payment of salary.

Since University tenure regulations specify that service at the rank of instructor may apply toward tenure when promotion occurs to the rank of assistant professor only if that service has been continuous, it is therefore University policy not to interpret maternity leave for an instructor as a break in University service. Such leave, however, will not

be counted in the total accumulated service time of the instructor receiving such leave.

Research Assignment: A University provision enables the University of North Carolina at Greensboro to grant research assignments on or off campus for a few faculty members who are engaged in research nearing completion. A faculty member may be granted one year of research assignment with half-salary or one semester of research assignment with full salary. The number of research assignments granted each year depends upon the University budget.

Announcement of the deadline and procedure for filing applications for research leave is made to the deans each year by the Vice Chancellor for Academic Affairs. The deans are responsible for giving the information to faculty members in the units which they head. For additional information, faculty members may inquire at the office of the appropriate dean or the Vice Chancellor for Academic Affairs.

Sick Leave: Members of the faculty with twelve-month appointments and permanent full-time SPA employees are entitled to eighty hours (ten days) of sick leave a year. Part-time permanent SPA employees are entitled to proportionate amounts. Sick leave is cumulative but is non-transferable to any other type of leave.

Sick leave may be granted for: illness or injury which prevents an employee from performing his usual duties; death in the employee's immediate family (a maximum of three days); medical appointments; quarantine due to a contagious disease in the employee's immediate family; the actual period of temporary disability connected with child bearing.

The Personnel Officer in the Business Office may be consulted for interpretation of the regulations and for additional information concerning sick leave.

FACULTY. Nonreappointment. Regulations relating to nonreappointment of faculty members are contained in the document "Regulations on Academic Freedom, Tenure, and Due Process of the University of North Carolina at Greensboro" included in the Appendix to this Handbook.

FACULTY. Office Space. Office space is assigned to faculty members by their deans. Studies are available in the Library for faculty members who have research projects or special needs. Applications for the use of these should be filed with the Director of the Library.

FACULTY. Outside Employment (beyond contract). Faculty with twelve-month assignments are not free to take additional contract assignments. A faculty member with a contract for an academic year (normally nine months) is ordinarily considered a free agent during the summer even though paid on a twelve-month basis. Members of the faculty on academic-year contracts may receive no more than twenty percent of their gross University salary for services rendered within or without the University during the period of their contract, and the time involved should be no greater than the equivalent of one day per week.

Teaching at Other Institutions: A faculty member must have the approval of his dean before accepting any teaching outside the University. No more than one such additional course may be taught in any given semester.

When a faculty member has a lightened teaching load in this University in order to carry on research, he shall not accept additional teaching obligations outside of the University at the same time.

Continuing Education Instruction: The policies applying to teaching at other institutions apply to teaching appointments made by the Office of Continuing Education.

Summer Session: Summer teaching on the UNC-G campus is subject to availability of funds and the plans of the academic unit, and is optional. No faculty member will be permitted to teach more than one session without special permission from the Vice Chancellor for Academic Affairs. See "Summer Session" in this Handbook for more information.

Services for State Agencies: The North Carolina Department of Administration has established a state-wide uniform policy governing situations when one State agency secures the services of an employee of another State agency on a part-time, consulting or contractual basis. The policy applies to all State employees, both subject to and exempt from the State Personnel Act, and to all State agencies except the public school system and community college system. Employees of these two systems are considered employees of local boards of education and local boards of trustees.

In each instance of an employee performing services for pay for another State agency, approval must be given in writing by the administrative head of the agency from which the employee receives his regular paycheck. If the work to be performed is outside of regularly scheduled hours, the immediate supervisor must certify in writing that neither the work nor any preparation for it will be done on "company" time.

No employee on paid leave may be paid additionally for other services performed for the "parent" agency.

Payments within the State system are made directly to the parent agency of the employee, not to the employee. Travel or subsistence expenses will be paid directly to the employee.

FACULTY. Personnel Records. The privacy of personnel records of employees of the State of North Carolina is covered in North Carolina General Statutes 126, Article Seven, 22-28.

Certain specified information is by law available to the public: name, age, date of original employment, current position title, current salary, date and amount of most recent salary change, date of most recent promotion, demotion, transfer, suspension, or other change in position classification, agency and location to which employee is currently as-

signed.

All other information is confidential and open for inspection and examination only to five classes of persons: the employee himself, his supervisor, members of the General Assembly, a person authorized through Court Order, an official of an agency of the federal or state government or any political subdivision thereof when inspection is deemed necessary by the department head of the employee.

The employee himself may examine his personnel record in its entirety except for letters of reference solicited prior to employment and information concerning a medical disability, mental or physical, that a prudent physician would not divulge to a patient.

When information is requested from a faculty personnel file, a written record is made of who asked for the information, the information supplied, the date and the purpose of the request. This record becomes a permanent part of the file. Upon request, record of disclosure is made available to the employee to whom it pertains.

An individual examining the record will be charged a fee for any copies made. Permission to see a personnel record must be requested forty-eight hours in advance. Faculty personnel records are kept in the Office of the Vice Chancellor for Academic Affairs.

FACULTY. Promotion. See "Academic Appointments" for criteria on appointments and promotion for both undergraduate and graduate faculty, and Section 4 of "Regulations on Academic Freedom, Tenure, and Due Process of the University of North Carolina at Greensboro" printed in full in the Appendix to this Handbook.

FACULTY. Registration. Faculty members are informed by the Office of the Registrar and their deans concerning processes and individual duties during the registration period at the beginning of each semester.

FACULTY. Reimbursement for Entertaining Students. Faculty will be reimbursed a small amount (up to fifty cents per student) for the expenses involved in entertaining their students in their homes (not elsewhere). The occasion must be a class meeting or class-related activity. Entertainment of clubs and student organizations is not considered an appropriate activity for this reimbursement.

Requests for reimbursement describing the kind of occasion, the number of students involved and the amount expended, should be sent to the Vice Chancellor for Academic Affairs.

FACULTY. Resignation. When a member of the faculty resigns, he should send a formal letter of resignation to the Chancellor immediately after the decision has been made. A resignation after Commencement does not live up to the principle of bilateral responsibility under which the University operates and should be made only in exceptional circumstances.

Additional information applying to members of the faculty who are leaving may be obtained from the Personnel Officer in the Business Office and from the Office of the Vice Chancellor for Academic Affairs.

FACULTY. Retirement. In accordance with regulations set forth in the North Carolina General Statutes 135-5(a)(2), members of the faculty are automatically retired on July 1, coincident with or next following their sixty-fifth birthdays.

A faculty member may be continued in employment past the retirement date upon recommendation of his department or school and approval of the Chancellor and Board of Trustees. Conditions covering continuation of employment past the retirement date are set forth in Section 8 of the "Regulations on Academic Freedom, Tenure, and Due Process of the University of North Carolina at Greensboro," in the Appendix to this Handbook.

FACULTY. Retirement Plans. At the time of employment full-time employees with faculty rank have a choice between two retirement programs—The Teachers' and State Employees' Retirement System (TSERS) and an optional program with Teachers Insurance and Annuity Association—College Retirement Equities Fund (TIAA-CREF). Participation in one or the other of these programs is mandatory. Neither TSERS nor the optional retirement program under TIAA-CREF is a tax-sheltered retirement plan, although faculty may choose a tax-sheltered *annuity* program, in addition to the required retirement program, from a number of eligible companies, including TIAA-CREF. A booklet describing the two programs may be obtained from the Personnel Officer in the Business Office.

Contributions toward retirement and Social Security are deducted from each salary check, and payroll deductions may be arranged for most of the voluntary programs of insurance described. Questions about any of these programs should be directed to the Personnel Officer in the Business Office, or to the Faculty Welfare Committee.

Faculty members electing the TIAA-CREF plan may provide for disability coverage similar to that offered by TSERS, by electing a voluntary plan of added disability coverage through the efforts of the all-University Faculty Welfare Committee. This coverage is not an automatic feature, but one that must be added by the faculty member who chooses the TIAA-CREF plan.

FACULTY. Salary. Salaries for both nine-month and twelve-month employees are paid in twelve monthly installments. Salary checks are delivered to individual schools or departments on the last working day (Monday-Friday) of each cal-

endar month unless arrangements are made with the Accounting Office of the Business Office for checks to be picked up personally by a faculty member. Arrangements may also be made with the Accounting Department for checks to be forwarded or deposited during the summer months or other temporary absences from campus.

If a member of the faculty has an account with the Credit Union, or a checking account elsewhere, the Accounting Department will deposit checks directly to the account if this service is requested.

Automatic deductions from salary checks can be arranged with the Accounting Department for such optional programs as tax-sheltered annuities, savings bonds, health and life insurance, and wage continuation insurance.

FACULTY. Tenure. Academic tenure refers to the conditions and guarantees that apply to a faculty member's employment. In all instances, academic tenure is held with reference to the University of North Carolina at Greensboro rather than with reference to the University of North Carolina as a whole.

Regulations governing academic freedom, tenure, and due process on this campus as approved by the Board of Governors of the University of North Carolina, together with Chapter VI of the "Code" of the Board of Governors which is concerned with academic freedom and tenure, are included in the Appendix to this Handbook.

FACULTY. Termination. The regulations pertaining to termination of members of the faculty for reasons of financial exigency or program curtailment are contained in Section 6 of the document "Regulations on Academic Freedom, Tenure, and Due Process of the University of North Carolina at Greensboro" included in the Appendix to this Handbook.

FACULTY. Travel Funds. Travel funds are available to pay expenses of faculty members attending professional meetings or otherwise representing the University. Available funds are allocated on a pro rata basis to the college and the schools. These units then establish guidelines for the allocation of funds to their faculty members. Funds are limited and it is not always possible to pay all the travel expenses of faculty members. University cars are also available for the use of faculty members traveling in groups of three or more to professional meetings within a 500-mile radius of the University. See also "Revised Policy Governing the Use of Faculty Travel Funds" in the Appendix to this Handbook.

FACULTY. Visiting. A person on campus as a visiting member of the faculty is extended the courtesies granted to other faculty in use of the library, recreational facilities, opportunity to purchase a parking permit, etc. More information on specific privileges may be obtained from the Office of the Vice Chancellor for Academic Affairs.

FACULTY CENTER. The Faculty Center on College Avenue has been set aside by the administration for use by the faculty as a place for relaxation away from their offices and classrooms. Television, magazines, newspapers, free coffee and tea, and a few snack machines are provided. Although intended primarily as a place where faculty can meet friends for informal conversation, the Center is also available occasionally for small groups when their meetings will not interfere with patterns of normal use. Voluntary dues help maintain it. The Faculty Welfare Committee has jurisdiction over the operation of the Faculty Center, and current rules for its use are posted inside the front and rear doors. The Faculty Welfare Committee welcomes suggestions and comments about the operation of the Center.

FACULTY COUNCIL. The Faculty Council of the University of North Carolina at Greensboro is the legislative body of the faculty. The "Instrument of Government of the University of North Carolina at Greensboro" printed in full in the Appendix to this Handbook, gives, in Article IV, the duties, responsibilities, membership, procedures for the Council.

FIREARMS, OTHER WEAPONS. North Carolina law declares it unlawful for anyone to possess, carry (whether openly or concealed) any gun, rifle or other weapon on property owned, used or operated by a public or private educational institution.

FOOD SERVICES ON CAMPUS. There are a number of facilities on campus providing food of various kinds. The University Dining Hall is open to faculty members and their guests on an individual meal rate basis or by yearly meal card.

The School of Home Economics operates a cafeteria in the Mary Frances Stone Building as a laboratory for Food Service Management majors. The cafeteria is open for the noon meal, Monday through Friday, during the fall and spring semesters. The summer schedule varies. Space arrangements for special luncheon group meetings may be made through the Director of the Cafeteria.

In Elliott University Center there are three facilities serving food: the University Restaurant is open Monday-Friday at noon for table service. The Dogwood Room in the Restaurant may be reserved for private functions by making special arrangements with the Restaurant Manager. Catering services for functions held outside the Restaurant may also be arranged.

The Soda Shop provides facilities and a limited menu with cafeteria-style service Monday-Friday during the day. It is closed in the evenings.

The Robot Room, open longer hours and on weekends, offers vending machines and a microwave oven.

FOREIGN STUDENTS. See "International Students" under "Students. Services for."

FRIENDS OF THE LIBRARY. See "Library."

G

GRADING POLICIES AND PRACTICES. *Graduate Grading Policy:* The grading policy and the grade symbols used for graduate courses are found in the Graduate School catalog.

Undergraduate Grading Policy: The Undergraduate policy adopted by the Faculty Council is published in the University catalog. Additional grading policies, within the framework of the all-University policy, have been established by some schools and departments.

Final Grade Reports: Final grades are reported to the Registrar's Office on class lists which are sent to instructors near the end of the semester with procedural instructions. The grade report sent from the Registrar's Office is considered official and the grades and credits on this report are posted to the student's permanent record.

Grades cannot be changed after they are officially reported unless approved by the instructor, the dean, and the Registrar. A request for such a change shall be made in writing to the dean.

Final grades must be reported within twenty-four hours after the final examination for classes of fewer than fifty students, within forty-eight hours for classes of fifty or more.

Pass/Not Pass Policy (P/NP): Undergraduates may elect to take one course per semester or Summer Session from their choice of free electives on a Pass/Not Pass basis with a maximum of eight courses allowed for a degree. The policies outlining the possibilities and restrictions of Pass/Not Pass grades are given in the University catalog.

Unsatisfactory Grade Reports: Unsatisfactory standing is reported by instructors to the Registrar's Office for students whose work at the end of the first six weeks of each semester is dangerously low or failing. Class lists and instructions for reporting unsatisfactory progress are sent to faculty from the Office of the Registrar.

GRADUATE SCHOOL. The University of North Carolina at Greensboro is authorized to offer programs leading to the degrees of Doctor of Philosophy and Doctor of Education in a number of schools and departments and to master's degrees in most areas of study on the campus. The Graduate School catalog gives additional information concerning the Graduate School and graduate programs.

GREENSBORO REGIONAL CONSORTIUM FOR HIGHER EDUCATION. The Greensboro Regional Consortium for Higher Education is composed of colleges and universities in the area: Bennett, Greensboro, Guilford and High Point Colleges, and North Carolina Agricultural and Technical State University and the University of North Carolina at Greensboro. Students may enroll without additional cost in courses offered in any institution other than that in which they are matriculated, subject to a number of stipulations. The agreement providing open access to students is reconsidered every two years. A copy of the most recent agreement is included in the Appendix to this Handbook.

In addition to the Greensboro Regional Consortium agreement, the University of North Carolina at Greensboro has agreements with North Carolina Agricultural and Technical State University which provide open access to courses on both campuses for students (including summer courses, which are *not* included in the Consortium agreement) and the sharing of faculty time. Copies of these agreements, in effect since 1971, are included in the Appendix to this Handbook.

H

HARRIET ELLIOTT LECTURES. The Harriett Elliott Lectures in the Social Sciences were established in 1947 as a memorial to Harriet Wiseman Elliott, former professor of political science and Dean of Women. Planned and administered by a faculty-student committee, the lectures are usually delivered by persons of national reputation on current issues of major importance which deal with the problems of man and society.

HOME ECONOMICS FOUNDATION. The Home Economics Foundation was organized in 1946 as a charitable, nonprofit educational corporation to aid and promote, through financial assistance and other means, all types of education and research, both undergraduate and graduate, in the School of Home Economics. Members of the faculty are invited to contribute.

HONOR POLICY. See "Academic Honor Code."

HONORS WORK. A comprehensive Honors Program for students of high promise and with superior records was established in 1962 and modified in 1976. The program is described in detail in the University catalog. Interested faculty members are encouraged to participate in Honors Work by directing seminars, independent study or senior projects. More complete information about the program can be obtained through the Honors Council Office.

I.D. CARDS. Picture identification cards are issued to faculty and administrators (all EPA personnel) as well as to staff and students. These cards are necessary for checking out library books, cashing checks, and establishing identity for special services available to faculty. Schedules are announced each semester for making new cards and for annual validation of old cards. Special arrangements are made for temporary and emeriti faculty.

Members of the faculty may obtain the schedule for replacement of lost or stolen I.D. cards from the Office of the Vice Chancellor for Academic Affairs. Arrangements for I.D. cards for summer school students are handled by the Summer Session Office.

INSTRUCTIONAL RESOURCES CENTER. The Instructional Resources Center was created in the fall of 1974 to provide media support to the instructional program of the University.

A major function of the Center is to provide consultant service in the utilization of media instruction. This service may pertain to immediate needs or to long range planning involving both utilization of facilities and technology, and the development of instructional materials.

Another function of the Center is to coordinate the use and distribution of existing equipment and to purchase additional items to meet the needs of instructional programs.

The Center also handles the purchase, rental and distribution of films for instructional purposes. Film requests should be made to the Instructional Resources Center on forms supplied. Faculty will be notified of deadlines for submitting film requests.

The Center maintains a stock of media supplies which are available for purchase by individual instructors or by departments for use in instructional programs.

The Center provides services for production in graphics, photography, television, and audio production, as well as installation, maintenance and repair of instructional electronic and audiovisual equipment. Services supporting instructional activities are provided at no charge to the instructor or the department except for repairs of over $50 to an individual piece of equipment.

Non-instructional services will be supplied with the approval of the Director of the Center as time permits. An hourly rate plus the cost of materials will be charged.

INSTRUMENT OF GOVERNMENT. The "Instrument of Government of the University of North Carolina at Greensboro" is printed in full in the Appendix to this Handbook.

INSURANCE PROGRAMS. *Accidental Death and Dismemberment Plan:* Coverage provides world-wide protection for bodily injury resulting in death or dismemberment from accidents. This insurance is available for full-time active employees, under age sixty-five, dependent spouses under age sixty-five, and dependent unmarried children who are more than ninety days old but less than eighteen years old. In increments of $5,000, this insurance is available, subject to stated limits, up to a maximum of $100,000.

Group Health Insurance: Hospital and medical benefits are available through a state-wide group plan with Blue Cross and Blue Shield of North Carolina. Coverage is optional. For full-time employees enrolled, the State contributes the cost, with the employee paying the additional cost for dependent coverage. Coverage is also open to *permanent* part-time (one-half time or more) employees and to retired employees.

Group Life Insurance: Any employee of the University who works full-time or on a continuing basis with a permanent part-time appointment for as much as half-time is eligible for Life Insurance and Accidental Death and Dismemberment Insurance with Pilot Life Insurance Company. The amount of life insurance available to an active employee is determined by annual income and age. Maximum amount of coverage available is $60,000. Dependent coverage is also available.

Income Continuation During Disability: The State of North Carolina provides 60 percent coverage of income *from all sources* after the first year of employment. The University at Greensboro has a franchise with Pilot Life Insurance Company which provides coverage up to 75 percent during the first year of employment and supplementary coverage thereafter that would add 15 percent coverage to that provided by the State program.

Teachers' Liability Insurance: Coverage is available at a very low cost for bodily injury and property damage, including defense expense, arising out of teaching activities. Coverage for bodily and personal injury is up to $300,000 for an individual, while property damage is up to $50,000.

Workmen's Compensation: Medical benefits, compensation, and death benefits are available for employees who suffer an accidental injury or contract an occupational disease within the meaning of the Workmen's Compensation Act.

J

JURY DUTY. Members of the faculty summoned for jury duty make arrangements within their departments to be absent from their classes, or with the courts for postponement of jury duty to a more convenient time. No leave is given for jury duty.

L

LIBRARY. The Walter Clinton Jackson Library was built in 1950 with a ten-story addition completed in 1973. The current library holdings include approximately a million catalogued items - 700,000 volumes and documents and 300,000 items of microtext. The Library subscribes to more than 6,000 periodicals and other serials.

The Library is centrally administered and there are no fully developed departmental libraries. The Chemistry Department Reference Collection in Petty science building, and the School of Music Listening Center in Brown building, however, do contain materials from Jackson Library. The McNutt Center for Instructional Media is a laboratory library administered by the School of Education and is listed separately in this Handbook.

Jackson Library issues a *Library Guide* which gives information on library services and regulations. Listed below are a few of the policies of special interest to members of the faculty.

Book Selection: Each dean and department head is responsible for appointing a library representative to whom requests for purchases from allocated departmental book funds must be made. Members of the faculty are also invited to make suggestions for the general collection. Order cards may be obtained from the Library.

Borrowing Privileges: Books: The loan period for faculty members for books is one academic year or one summer session. Books, however, are subject to recall if needed by others. Faculty members are expected to pay for lost books. Faculty I.D. cards are needed for checking out materials from the Library.

The loan period for faculty families is the same as for students. Faculty spouses and teen-age children may borrow on their own recognition by filling out a manual charge card. Parents are expected to borrow books for young children. Fines are charged and must be paid before a book can be renewed.

Documents: Since the Library is a selective depository, some documents must be kept available for public use at all times. Other documents may be borrowed with permission of the Documents librarian.

Periodicals: Although periodicals are non-circulating, arrangements can be made with the Serials librarian for unbound or the Circulation librarian for bound volumes of a journal to use in classroom or office for a limited time.

Intercampus: Faculty and graduate students at the sixteen UNC campuses may obtain a Cooperative Library Privilege card for borrowing directly from any of the other institutions. UNC-G faculty may also borrow from the libraries of Duke and Wake Forest. Cards for these programs may be obtained from the Circulation desk in Jackson Library.

Interlibrary Loan: Interlibrary loan services are offered through the Reference department. Requests are made on printed forms supplied by the Library and available at the Reference desk.

Computerized Bibliographic Literature Searches: The Library offers a service providing bibliographies or abstracts produced from a number of computerized data files. Faculty members interested in utilizing computer searching services should arrange for a consultation with a staff member of the Reference department or Documents department.

Faculty Studies and Carrels: There are eighty-two enclosed faculty studies in Jackson Library available for assignment by the Director of the Library to faculty members engaged in research involving library resources. Faculty members completing a research project will be asked to release studies for reassignment.

Open carrels distributed throughout the Library are usually assigned to graduate students, but faculty members for whom a study is not available may request a carrel at the Circulation Desk.

Lecture Hall and Seminar Rooms: Reservations for use of rooms in Jackson Library are made through the office of the Director. More details are given in this Handbook under "Rooms and Facilities for Special Events."

Reserve Books: Special forms to be used in listing books for reserve may be obtained from the Reserve desk on the second floor. Faculty members who do not meet the deadline for submitting reserve lists must await their turn in having the books processed.

Duplicating Services: The Library has photocopying machines in selected areas. Photocopying may be billed to departmental or grant funds, and bulk copying (over 100 copies) with an auditron is available. The Circulation desk handles these services.

Archives: The Library is the depository for the archives of the University of North Carolina at Greensboro and unofficial materials related to the history of the institution. The Archives is located in Special Collections on the second floor and the Special Collections librarian is the Archivist. Administrative officers on campus are required to follow instructions in the official manual, *Archives: Records Schedule*, available from the Library office, before discarding official records and correspondence.

Friends of the Library: A Friends of the Library group was organized in 1959 to promote the interest of the Walter Clinton Jackson Library and help develop its collections. All members of the faculty are invited to join. A brochure with schedule of dues and outline of privileges of membership is available through the office of the Director of the Library.

LOYALTY OATH. All officials, teachers and other employees of the University who are citizens of the United States are required by state law to complete a notarized loyalty oath as a precondition of employment. Copies of the oath form are available in the Office of the Vice Chancellor for Academic Affairs.

M

McNUTT CENTER FOR INSTRUCTIONAL MEDIA. McNutt Center for Instructional Media houses a collection of print and audiovisual materials selected to support the undergraduate teacher education program, and, to a lesser degree, the graduate programs of the School of Education. It also serves as a laboratory where students in teacher education may acquire skills in instructional media.

The Center provides a library with carrels, study tables and lounge areas; preview rooms, television production studio, an audiovisual equipment operation laboratory, an audio studio, and a graphics laboratory-classroom; classroom, seminar, offices, and a library workroom.

Print materials include a collection of North Carolina State adopted basic textbooks as well as examples of other texts, and an extensive collection of materials supporting the three undergraduate divisions in the School of Education-early childhood, elementary and secondary.

The audiovisual equipment is for the most part purchased from the North Carolina State purchasing list used by the public schools and all other state agencies.

Since McNutt Center is designed primarily to support the School of Education, limitations have been placed on use of materials by persons outside of the school. Anyone may use the materials within the building. Trade books, with the exception of books in the Easy Book Collection, may be borrowed for three days.

Faculty and students must show I.D. cards when checking out materials.

MATERNITY LEAVE. See "Faculty. Leaves of Absence."

MERCHANDISING AND SOLICITATION POLICIES. *Merchandising:* The Trustees of the University have adopted regulations controlling merchandising activities on the campus. Merchandising activities include the sale, lease or rental of any item of merchandise, and are permitted only if the activity is under the control and supervision of the University administration and if all net profits from the merchandising activity go into the University scholarship fund. Resulting scholarships are awarded by the University Scholarship Committee.

Solicitation: The Trustees of the University have authorized the administration to control or limit solicitations on campus. The administration has adopted the policy that there shall be no solicitations on campus unless specifically approved by the administration.

It is the policy of the administration to approve and encourage solicitation for certain public purposes, such as the Greensboro United Fund and the sale of United States Savings Bonds. Salesmen for professional books, journals, or periodicals are permitted to contact faculty members in their field of interest. A faculty member may invite a salesman to his office if he wishes, but the salesman should understand that the invitation is limited to that faculty member. Other solicitations, whether for funds or sales, are normally prohibited.

Further information regarding merchandising and solicitation may be obtained from the Business Office.

MUSICAL ARTS GUILD. The UNC-G Musical Arts Guild was formed in 1972 to help promote activities of the School of Music. Members encourage attendance at concerts, aid in the development of scholarships, and assist with special musical programs and projects. Interested persons are invited to join.

N

NEWS BUREAU. The News Bureau is the University's official information agency. This office is the contact point between all areas of the University and various news media. Newsworthy developments from all over the campus are channeled to the News Bureau for proper handling and distribution to appropriate news outlets. News interviews and press conferences are arranged through this office. In addition, the News Bureau, in cooperation with WUNC-TV studios on campus, produces "Accent on Education," aired regularly by more than forty radio stations throughout the state.

NONREAPPOINTMENT. See "Faculty. Nonreappointment."

O

OFFICE FOR ADULT STUDENTS. See "Students. Services For."

OUTSIDE EMPLOYMENT. See "Faculty. Outside Employment."

P

PARKING PERMITS. See "Traffic Rules and Regulations."

PLACEMENT OFFICE. See "Students. Services for. Career Planning and Placement Center."

POLITICAL ACTIVITIES OF UNIVERSITY EMPLOYEES. The Board of Governors of the University of North Carolina adopted a resolution in 1976 setting forth rules and procedures to be followed by all University employees (administrative, faculty and staff who are exempt from the State Personnel System) interested in holding public office. This resolution is printed in the Appendix to this Handbook.

The resolution covers both elective and appointive positions, part-time and full-time. Technically, it does not apply to employees subject to the Personnel Act but similar regulations have been adopted for SPA employees.

The University encourages its employees to exercise their rights of citizenship as individuals, and this encouragement extends to voting, office holding, and involvement in campaigns of candidates either in support or opposition.

It is contrary to regulations, however, for an employee of the University to use his position or University materials and equipment or University mail service in partisan political activity.

The policy covering use of University buildings or University property and distribution of pamphlets and written materials is also included in the Appendix to this Handbook as "Requests for Use of University Buildings or University Property Policy."

PROMOTION. See "Faculty. Promotion."

PURCHASING PROCEDURES. Operating under the laws of the State of North Carolina and the regulations of the University, each department or school is given a fixed budget at the beginning of a fiscal year to cover all departmental or school operating expenses. Procedures used in making these funds available to individual faculty vary among the departments. Rigid purchasing regulations are in effect and in no instance should one procure materials or services other than through established channels. Faculty members should consult with department heads or deans on all purchases.

R

READING DAY. See "Examinations."

RECREATIONAL OPPORTUNITIES. *On Campus:* A variety of recreational activities for UNC-G faculty and staff are coordinated by the Intramural and Recreation Division of the School of Health, Physical Education and Recreation.

The gymnasiums, game room, gymnastic room, swimming pool, bowling lanes, weight room, wrestling room, golf course, tennis courts, archery range and playing fields are available for informal recreation when they are not scheduled for classes or athletics. Regulations and permits for faculty members and their spouses and children to use the golf course and tennis courts may be secured at the Intramural Office in the Log Cabin. The swimming pool schedule is published in the *Campus Calendar and Announcements.*

UNC-G Faculty and Staff are invited to participate in the intramural athletic program. An *Intramural and Recreation Handbook* which describes the program is available at the Intramural Office.

Piney Lake Recreation Center: Piney Lake, located approximately seven miles south of Greensboro, is a forty-three acre field campus used by UNC-G students, faculty, and staff members for outdoor recreation. Facilities include two lakes for swimming, boating, canoeing, sailing and fishing; a picnic pavilion and recreation area for volleyball, table tennis, badminton, horseshoes and sunbathing; a lodge and eight sleeping cabins with accomodations for sixty-four people. Faculty members and their guests may make reservations for use of the facilities by calling the Director of Piney Lake Recreation Center.

REGISTRATION. See "Faculty. Registration."

RESEARCH GRANTS. See "Sponsored Programs (Research Grants, Contracts, and other Activities Involving Outside Support)."

RESIDENTIAL COLLEGE. The Residential College is a two-year program designed to provide freshman and sophomore students with a basic academic course of study in a coeducational residential setting. The program of the College is described in the University catalog.

The Director of the College and the college faculty come from the University faculty. Faculty members are normally released on a temporary basis from their departments for three hours to teach within the College. Faculty members interested in the program should contact the Director.

RESIGNATIONS. See "Faculty. Resignation.".

RETIREMENT. See "Faculty. Retirement."

ROOMS AND FACILITIES FOR SPECIAL EVENTS. There are a number of rooms on campus available to members of the faculty for meetings, conferences, social functions. Listed below are the facilities, with seating capacities, and offices to which application is made for room reservations.

Alumni House. Virginia Dare Room, seats 200; accommodates an unlimited number for functions where no chairs are required; Library, seats 15; Parlor, seats 12; Kitchen, facilities available for serving refreshments prepared elsewhere. Reservations are made through the Alumni Office. There is no charge for University functions except for overtime services of maid and butler.

Elliott University Center. Cone Ballroom, seats 700 for lectures, 200 for meals; Lecture Rooms: Alexander, seats 225; Claxton, seats 200; Kirkland, seats 125. Each has a chalkboard, stage, lectern, P.A. system, and can be used for 16 mm films or slides; Lounges: Alderman, seats 50; Joyner, seats 50; Phillips, seats 40; Sharpe, seats 30; Balcony Dining Room, seats 60. Reservations are made through Elliott University Center Information Desk. Fees will be charged for organizations not affiliated with the University. Refreshments may be arranged through Elliott Center Catering Service.

Foust Building. Conference Room, seats 35. Reservations are made through the Registrar's Office.

Graham Building. Conference Room, seats 24. Reservations are made through the office of the Dean of the College

of Arts and Sciences.

Jackson Library. Randall Jarrell Lecture Hall, seats 372. Has facilities for audiovisual programs; Seminar Rooms: Room 574 (Tower), seats 25; Room 774 (Tower), seats 17; Room 304 (Main), seats 30; Audiovisual room (215 Main) seats 45. Reservations are made through the office of the Library Director.

McIver Building. Barton Lounge, seats 25. For non-classroom use only. Kitchenette facilities adjoin lounge. Sign-up sheet for use of the lounge is posted on kitchenette door. Permission to use china and silver in locked cabinet obtained from office 337-A in McIver Building.

Mossman Building. Conference Room, room 205, second floor, seats 15. Reservations are made in the Office of the Vice Chancellor for Academic Affairs; Board Room, Room 320, third floor, seats 41. Reservations are made through the Office of the Chancellor.

Stone Building. Auditorium, seats 225. Reserve through the office of the Dean of the School of Home Economics; Cafeteria, luncheon meetings are arranged with the Director of the Cafeteria.

S

SALARIES. See "Faculty. Salary."

SMOKING IN CLASSROOMS. In 1952 the Faculty Council adopted the regulation that there is to be no smoking in any classroom on campus with the exception of those seminar rooms in which smoking is approved by the deans or department heads concerned. Smoking in the Library is under the control of the Director of the Library. Deans and department heads are responsbile for the enforcement of the smoking regulations.

SOLICITATION POLICIES. See "Merchandising and Solicitation Policies."

SPEECH AND HEARING CLINIC. See "Students. Services for."

SPONSORED PROGRAMS (Research Grants, Contracts, and Other Activities Involving Outside Support). Information on external support for research, fellowships, and other activities may be obtained from the Office for Sponsored Programs directed by the Assistant Vice Chancellor for Academic Affairs. All proposals for outside support for University-sponsored activities must be submitted to that office for review and approval prior to forwarding beyond the campus.

The Office for Sponsored Programs maintains a reference library on government funding sources and can provide guidance (in cooperation with the Development Office) on private and foundation sources. Staff provides assistance in facilitating preparation and review of proposals, as well as a newsletter, guidelines, and workshops on funding possibilities.

STATE EMPLOYEES' CREDIT UNION. The State Employees' Credit Union is a member-owned financial institution organized to promote thrift among its members through a high return savings program and to provide a source of low cost credit for worthwhile purposes. Membership is open to employees of the State of North Carolina and to the spouses and dependent children of all members.

Other services provided are checking accounts, personal money orders, travelers checks, financial counseling, and funds for higher education through the College Foundation, Inc. Payroll deduction is also provided as an extra convenience for savings, checking or loan accounts.

STUDENT AID OFFICE. See "Students. Services for."

STUDENT GOVERNMENT. Authorized by the Board of Trustees and the Faculty, Student Government is the University's way of implementing the idea that self-government is appropriate for mature students. Student Government represents a means through which students can share with the administration and the faculty the responsibility for creating and maintaining an atmosphere conducive to the total education of the student.

STUDENTS. Personnel Records. The University must respect obligations of confidentiality toward the student and toward others who (at the student's request) contribute to his record with the understanding that confidentiality will be maintained. To achieve these purposes, access to various student records is restricted to specific University personnel whose duties require such access. Under the Family Educational Rights and Privacy Act of 1974, information contained in a student's record (with the exception of information legally defined as of public record or directory information) is regarded as confidential and may only be released upon the student's request. (See *Student Handbook*.)

STUDENTS. Services For. The Vice Chancellor for Student Affairs and the Vice Chancellor for Academic Affairs share responsibilities for the general welfare and academic progress of the student. The Office of the Vice Chancellor for Student Affairs supervises the work of the following offices: Dean of Students for Residence Life, Dean of Students for Student Development and Programs, Dean of Students for Student Services, Student Aid, Career Planning and Placement Center, Student Health Service and Counseling Center.

The Office of the Vice Chancellor for Academic Affairs supervises the work of the following offices: Academic Ad-

vising, Admissions, Registrar and Adult Students.

Faculty members, either as teachers or advisers, are encouraged to confer with the staff members of these offices when they have questions concerning student welfare and academic progress.

Academic Advising: The Dean of Academic Advising coordinates and supervises the academic advising program with the assistance of faculty members serving in the office as academic advisers on a part-time basis. Faculty may obtain assistance from this office on academic matters pertaining to undergraduates.

Adult Students: The Office for Adult Students has counselors available to assist adult men and women who wish to begin, resume, enrich or supplement their higher education. Undergraduates admissions assistance, advising special and non-degree undergraduate students, study guidance and other services and referrals are offered.

The Career Planning and Placement Center: The Career Planning and Placement Center (formerly Placement Office) located in Alumni House, in cooperation with deans, department heads and faculty members, assists students and alumni with career planning and with seeking and securing full-time employment and/or graduate study. The Center sponsors a variety of career-oriented programs, and the staff is eager to discuss career planning, job-seeking, resume writing or related subjects with any group or class and with individual students. Along with coordinating employment interviews and maintaining credential files, the Center maintains and makes available to students, alumni and faculty members a library of resources related to careers and job-seeking.

Counseling and Testing Center: The Counseling and Testing Center offers professional assistance in four major areas: Personal Counseling, Vocational Counseling, Testing Services and Consulting. The services of the Counseling Center are available at no charge to any enrolled student. All interviews are confidential and information is not released to anyone, parents, teachers, or administrators, without the student's permission. Appointments may be made in person at the Counseling and Testing Center in Anna M. Gove Student Health Center or by phone.

Health Service: The Student Health Service in the Anna M. Gove Student Health Center requests the cooperation of the faculty in reporting to one of the physicians any student who appears to be in need of medical services, either physical or psychiatric. The Service requests that faculty not refer students to physicians in town as it is necessary that the University know whom the student is seeing and be in communication with the specialist seen.

International Students: The International Student adviser offers information needed by international students and assists in meeting the problems of federal, state, and local regulations. The office is in Elliott University Center.

Registrar: The Office of the Registrar has the responsibility for the administration of the student records system, registration procedures, grade reporting procedures, transcripts of records, scheduling of classrooms and the publishing of schedule bulletins and the University catalog. Student data information contained in the computer system is updated daily through procedures in the Registrar's Office. From this data base reports and printouts are distributed regularly to offices both on and off campus.

Religious Activities: Campus Ministers are employed by five denominations, Baptist, Episcopal, Roman Catholic, Methodist, and Presbyterian, which also maintain religious centers near the Campus.

These ministers are available for personal counseling with students concerning personal crisis situations, religious and vocational concerns, and work closely with the professional counseling services of the University when referrals are necessary.

Campus Ministers are available as resource persons to any group or organization. The physical facilities are available to University groups to the extent that schedules permit.

Each center offers a variety of religious activities to the entire University community. Faculty and students are involved in program development and evaluation.

Ecumenically, they sponsor programs and services on special occasions. The religious activities on campus are coordinated through the Office of the Dean of Students for Student Development and Programs in Elliott University Center.

Special Services: Students having academic difficulties may receive help from the Special Services Project, housed in Curry Gymnasium but part of the function of the Office of Academic Advising. The program includes academic and personal counseling, tutoring, reading and study skills improvement, instruction in writing and instruction in mathematics.

No referral is necessary for the student to receive help, but members of the faculty are requested to encourage students needing assitance to apply to the Special Services Project. There is no cost to the student.

Speech and Hearing Clinic: The Speech and Hearing Clinic assists students with speech, language and hearing difficulties through consultation, diagnosis, and treatment. Faculty are encouraged to refer students needing help to the Clinic, located in Taylor building.

Student Aid Office: The Student Aid Office in Mossman Administration Building encourages members of the faculty who learn of financial difficulties of students to refer those students to the Student Aid Office where aid is available in the form of scholarships, grants, long-term loans, and employment. Such aid is awarded on the basis of demonstrated financial need, academic achievement and potential, and evidence of good citizenship. Short-term loans are also available to students for emergency educational expenses.

Veterans Affairs: The University of North Carolina at Greensboro is on the approved list of institutions which can provide training under the Veterans Administration Educational Training Program. A Veterans Administration Repre-

sentative with an office in Foust Building is on campus to serve as liaison in matters concerning the veteran and the Veterans Administration, and to assist the University with information and claims processing. A Certification Officer who handles certification and record processing is in the Office of the Registrar.

Faculty should refer veterans needing assistance to one of these two offices.

SUMMER SESSION. The University offers academic instruction during the summer for continuing study by regular students (undergraduate and graduate) and for special professional students and visitors. General plans and policies of the Summer Session are coordinated by the Director.

Summer teaching is optional, and generally no faculty member will be permitted to teach more than six weeks. Summer salary is in addition to the regular academic salary. Recommendations for summer assignments are made by deans and department heads of the units offering courses, and appointments are made by the Chancellor.

Many special institutes, workshops, and conferences are scheduled during the summer. In addition to those offered in direct support of the Summer Session programs, some credit and most non-credit instruction is offered through the Office of Continuing Education.

T

TAX SHELTERED ANNUITIES AND DEFERRED COMPENSATION PLANS. The State of North Carolina has established a deferred compensation plan, open to all employees, whereby an employee may elect not to receive a portion of his salary (up to 100 percent after deductions for Social Security and Retirement Programs), thus reducing the amount of income tax he is currently paying. Income tax liability on the deferred amount is incurred when it is received, usually after retirement when the employee is in a lower income bracket.

Tax-sheltered annuities are available from a number of companies eligible to participate. Under one of these plans, a member of the faculty or other employee may have a portion of his salary used to purchase an annuity, thereby reducing his current income tax liability. Under these plans, however, the percentage of the participant's compensation which may be deferred is limited, generally to one-sixth of the gross salary with some adjustments.

Full information on all the tax-deferred plans available may be obtained from the Faculty Welfare Committee or the Personnel Officer in the Business Office.

TEACHER EDUCATION, COORDINATION OF. In order to provide effective coordination of the University's teacher education programs, which are widely distributed across several academic areas, the Office of the Coordinator of Teacher Education was created in 1974. The Coordinator of Teacher Education, who works out of the Office of the Vice Chancellor for Academic Affairs, is responsible for supervising the work of nine area committees representing programs in teacher education existing in the schools and the college. The chairmen of these area committees work with the coordinator in an overall coordinating body known as the Coordinator's Cabinet. This Cabinet is responsible for formulating and monitoring policy and program review and development in teacher education, including such matters as the administration of standards of admission to and exit from teacher education programs, curriculum development, maintenance of established standards, encouragement of cooperative activities, and recommendations for program changes.

TELEPHONES. The campus switchboard is open twenty-four hours a day. General information on use of the telephones, both local (PBX) and Dial Access Intercity Network (DAIN), is given in full in the telephone directory issued each fall listing faculty, staff, and students at the University of North Carolina at Greensboro and sent to each member of the faculty. An opportunity is provided faculty members to update the information listed before the directory is printed.

TELEVISION AND RADIO STUDIOS. The William D. Carmichael, Jr. Television Studio building includes two TV studios, rooms for projection and film editing, darkrooms and engineering areas. The Studio serves the campus in three ways: (1) as a production facility for programs to be broadcast on the North Carolina Television Network; (2) as an instructional laboratory for students in television production, acting and programming; and (3) production of instructional materials by the Instructional Resources Center. Coordination of the use of the studio is the responsibility of a committee of three chaired by the Director of the Carmichael Television Studio.

THEATRES. UNC-G has four theatres on campus: Aycock Auditorium, the Theatre of Taylor Building, and a Studio Theatre and Rehearsal Hall, also located in Taylor Building.

Aycock Auditorium is the campus facility for most convocations and programs attracting an audience of any size. The Box Office for events held in Aycock Auditorium is located in that building. Parkway Playhouse, located in Burnsville, North Carolina, is operated by the UNC-G Department of Communication and Theatre as a summer theatre for seven weeks. Parkway's facilities include a proscenium theatre and dormitories for students, apartments for faculty and staff, a dining hall and rehearsal hall. The Department of Communication and Theatre cooperates with other organizations in sponsoring a Theatre for Young People Touring Repertory Company; a Summer Repertory Theatre, in cooperation with the School of Music, usually produces three shows each summer.

Angels of the UNC-G Theatre, a group formed in 1960, provides financial assistance for deserving students studying drama and is open to all interested persons.

TRAFFIC RULES AND REGULATIONS. Traffic rules and regulations for the University are in effect twenty-four

hours a day unless signs in an area indicate otherwise. Each vehicle parked on campus must display the proper parking permit for the space within which it is parked.

Parking permits for the year are sold at the beginning of the fall term and expire at the end of the summer session. Faculty and staff automobile permits are designated as "A", motorcycles are "M". A staff or faculty member owning two motor vehicles may obtain an additional parking permit for a nominal fee by registering the second vehicle.

Each year notice is given of the dates when annual registration for motor vehicles will be held and permits sold. A campus map designating parking areas with a summary of traffic and parking rules and regulations is available from the office of the Director of Security Services in the basement of West Dining Hall.

TRAVEL FUNDS. See "Faculty. Travel Funds." See also "Revised Policy governing Use of Faculty Travel Funds" in the Appendix to this Handbook.

TUITION WAIVER. Full-time employees of the University (those eligible for membership in the Retirement System of Teachers and State Employees of North Carolina or approved optional retirement programs) may receive a waiver of tuition for one course per academic term if enrollment does not interfere with normal employment obligations. Registration fees must be paid. The privilege of tuition-free enrollment may be exercised at any of the constituent institutions of the University of North Carolina.

Forms requesting tuition waiver may be obtained from the Office of the Vice Chancellor for Academic Affairs.

U

UNIVERSITY ANNUAL GIVING PROGRAM. The University Annual Giving Program, administered by the Office of Development, has six major fund-raising divisions to provide private financial aid for the educational program for the University. The six divisions include trustees, alumni, faculty and staff, parents of students, associates, and foundations. Funds contributed help support: the Alumni Scholarship program, which provides $21,000 a year to deserving students, and the Kathleen Hawkins Student Aid Fund; supplements to the Faculty/Staff travel fund; the annual Teaching Excellence awards of $500 each to two faculty members; the appointment of an Alumni Distinguished Professor; a conference to enable gifted high school students to visit the campus; funding for the Intercollegiate Debating Program; a discretionary fund which enables the Chancellor to promote special programs and activities; more than ninety named-scholarships and loan funds.

UNIVERSITY CARS, USE OF. See "Revised Policy Governing the Use of Faculty Travel Funds" in the Appendix.

UNIVERSITY CONCERT/LECTURE SERIES (UC/LS). The University Concert/Lecture Series presents a program of lectures, drama, dance and concerts each year. Season tickets are offered faculty at reduced rates; tickets for individual performances are also usually available. The Box Office for UC/LS is in Aycock Auditorium.

UNIVERSITY WOMEN'S CLUB. Membership in the University Women's Club (formerly the Faculty Wives Club) of the University of North Carolina at Greensboro is open to women of the faculty and professional staff as well as to wives of faculty and administrators and to wives of visiting instructional staff (not students).

The club provides a contact with the university community and endeavors to enrich the social and cultural life of the members.

W

WEATHERSPOON ART GALLERY. Weatherspoon Art Gallery owns a permanent collection of art—paintings, sculptures and graphics. Exhibits, including work from the permanent collection and special showings of work by UNC-UNC-G students and faculty, are scheduled throughout the year. The Gallery is located in the north wing of McIver Building.

The Weatherspoon Gallery Association, established in 1942, gives support in adding to the collection and in providing for exhibitions. Membership in the Association is open to all persons interested in art.

WORKMEN'S COMPENSATION. See "Insurance."

APPENDIX

Section I	Instrument of Government of the University of North Carolina at Greensboro
Section II	Regulations on Academic Freedom, Tenure, and Due Process of the University of North Carolina at Greensboro
Section III	Chapter VI (Academic Freedom and Tenure) from the Code of the University of North Carolina
Section IV	Faculty Council Statement on Criteria for Appointments and Promotion - Report of the ad hoc Committee to Review Criteria for Promotion and Tenure Decisions
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Section IX	Use of University Cars for Travel by Faculty Members
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Section XII	Greensboro Regional Consortium Inc. Agreement to Provide Open Access to Students for Registration in Courses Offered at Area Institutions
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Section XV	Requests for Use of University Buildings or University Property Policy
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Section XVII	Medical Procedures for Campus

Section XVIII	Fire and Emergency Evacuation of Buildings
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Editor's Note: Except for correction of obvious typographical errors and slight changes of format in order to save space, the documents included are exactly as originally issued.

August, 1977

INSTRUMENT OF GOVERNMENT OF
THE UNIVERSITY OF NORTH CAROLINA AT GREENSBORO

(As Amended August 24, 1978)

ARTICLE I: Statement of Authority

Section 1: The Faculty of the University of North Carolina at Greensboro, hereinafter designated as the Faculty, accepts for its guidance this Instrument of Government.

Section 2. The Faculty recognizes that the authority and responsibility for the governance of the University of North Carolina at Greensboro by law is vested in the Chancellor, subject to policies established by the Board of Governors and the Board of Trustees, to the direction of the President, and to such authority as the Chancellor may define for faculties, councils, committees, and officers of the University of North Carolina at Greensboro.

ARTICLE II: Purposes

Faculty government shall seek:

To foster the concept of University governance as a shared cooperative responsibility of faculty, administration, students, and other groups concerned with the life of the University, recognizing that the degree of participation is related in some measure to the degree of responsibility and accountability;

To state clearly the responsibilities delegated to each constituent group;

To assure that each Faculty member's participation is reasonable and visible, both in the number of committee assignments and the degree of responsibility for them;

To recognize that faculty, administration, and students, in cooperative effort, are mutually responsible and accountable for actions taken and for long-range planning;

To establish explicit provisions for maximum and significant communication among all groups in the University community and its environs;

To encourage each constituent group within the University to develop its own internal structure of governance consistent with the general spirit of the Instrument of Government;

To assure that the governance structure shall have the capacity to carry out decisions and act with reasonable dispatch with full recognition that the Chancellor of the University has the ultimate authority and responsibility for administrative action.

ARTICLE III: Basic Structure

Section 1. The Faculty Council, hereinafter designated as the Council, shall be the main body for faculty governance. The Academic Cabinet and the Community Forum, hereinafter designated as the Cabinet and the Forum respectively, shall be the two major bodies of the Council.

Section 2. The Cabinet and the Forum, as well as the committee reporting to these two bodies, shall be responsible to the Council.

Section 3. If any positions on the Cabinet, Forum, or any committees are not filled for any reason, these bodies may still function.

Section 4. Governance of Schools and College. Each School and College shall establish a governance structure in accordance with the provisions of the Code of the University of North Carolina, the Regulations on Academic Freedom, Tenure and Due Process, and this Instrument of Government.

ARTICLE IV: The Faculty Council

Section 1. The Council shall be the main body of Faculty governance of the University of North Carolina at Greensboro.

Section 2. The duties, responsibilities, and authority of the Council shall be:

a. To be the legislative body of the Faculty.

b. To determine what matters shall be delegated to other bodies established by this Instrument.

c. To maintain and promote high educational standards at the University.

d. To maintain and promote the welfare of all members of the University community.

e. To approve academic requirements for undergraduate degrees.

f. To recommend the establishment or discontinuation of undergraduate degrees.

g. To prescribe rules governing the conditions under which the instruction of students takes place, provided that modifications affecting graduate students may be made by the Graduate Administrative Board appropriate to their welfare and best interest.

h. To work with members of the Administration to maintain satisfactory standards for admission of undergraduate students and their continued attendance.

i. To recommend persons for honorary degrees.

j. To take action on recommendations from the Cabinet, the Forum, and the University committees, when specified in this Instrument of Government, or upon referral from any one of these agencies.

k. To determine the rules for the operation of the University government established by the Instrument of Government.

l. To advise and counsel with the Administration upon any matters which the Administration may wish to present and take action upon any matters presented by the Administration when action is appropriate.

m. To take cognizance of Faculty morale and promote professional improvement.

n. To be concerned with student morale and welfare, and development within and outside the classroom.

o. To initiate for discussion and action any matters falling within its basic functions.

Section 3. Membership. All members of the Council and only members of the Council shall have voting privileges. The membership of the Council shall consist of the following:

a. The President of the University, the Chancellor, all Vice Chancellors, and all persons in the following positions who may not otherwise be members of the Council by virtue of their academic appointment: Dean of Academic Advising, Dean of Students for Student Services, Deans of the Schools and College, Dean of Stu-

dents for Student Development and Programs, Dean of Students for Residence Life, Director of Admissions, Director of the Counseling Center, Director of Continuing Education, Director of the Health Services, Director of the Library, Director of the News Bureau, Director of Placement, Director of Security, Director of Student Aid, Director of Summer Session, Registrar, and Secretary of the Alumni Association.

b. Faculty members with full-time appointments with the rank of Professor, Associate Professor, Assistant Professor, Instructor, Lecturer, or Librarian.

c. Faculty members while on leave retain all the privileges of Council membership.

d. Emeritus members of the Faculty shall retain Council membership.

Section 4. Gallery Privileges. Gallery privileges at Council meetings shall be regulated by the following provisions:

a. Gallery privileges shall be extended to the following persons:

1) President and Vice President of the Student Government Association and Editor of the Carolinian.

2) All members of other University governance structures established by the Instrument of Government with the exception that gallery privileges for members of the Forum shall be limited to members of its Executive Committee and Agenda Committee.

3) All full-time University employees who work directly with students.

4) Any individuals granted gallery privileges at any meeting by a majority vote of Council members present and voting.

b. The Council, by majority vote of Council members present and voting, may grant speaking privileges to members of the gallery at any meeting.

c. The Council may go into executive session at any meeting by a majority vote of Council members present and voting. Only members of the Council may be present when the Council is in executive session.

Section 5. Meetings and Procedures. The Council in its meetings shall use those procedures consistent with its functions and responsibilities and pursuant to the proceedings specified in this Instrument of Government.

a. The Council shall hold no fewer than two regular meetings each semester. The Council shall determine the time, place, and the date of its meetings. Special meetings may be called at the discretion of the Chancellor or at the written request to the Chancellor of a majority of the members of the Cabinet.

b. The Chancellor shall serve as Chairman and presiding officer of the Council. The Vice Chairman of the faculty Council shall preside over Council meetings at the pleasure of the Chancellor. In the absence or incapacity of the Vice Chairman of the Faculty Council, some member of the Council designated by the Chancellor shall preside.

c. Proposals dealing with major policy changes may be voted on only at regular Council meetings. The Council may vote on any proposal except amendments in the Instrument of Government at the time of the presentation of the proposal provided that the proposal shall have been delivered to the Council members at least 15 days prior to the Council meeting. The Council may vote on amendments to the Instrument of Government at the time of the presentation of the amendment provided that the amendment shall have been delivered to the Council members at least 30 days prior to the Council meeting. Any proposal introduced from the floor with no prior circulation to the members of the Council shall lie on the table until the next regular Council meeting.

d. At all Council meetings a quorum shall consist of the members of the Council present. There shall be no absentee or proxy voting.

e. Robert's Rules of Order Newly Revised shall be observed in the conduct of Council business.

ARTICLE V: Academic Cabinet

Section 1. Duties and Respnsibilities. The Cabinet shall serve as a deliberative body to advise the Chancellor concerning the formulation of academic policies and procedures, to recommend procedures for implementing the decisions of the Council relating to academic policies, and to initiate discussion of and advise the Council concerning the subjects reserved for Council action.

a. The Cabinet shall be particularly concerned with such subjects as the following:

1) As its first action, responsibility for review of the existing committee system and phased implementation of the governance structure established by this Instrument of Government.

2) Referring to the Council the Cabinet recommendations concerning policies and procedures pertaining to appointments, promotions, tenure and faculty development.

3) Referring to the Council the Cabinet recommendations concerning the establishment or discontinuance of undergraduate majors or degree programs.

4) Referring to the Council the Cabinet recommendations concerning the extension of University educational services to the community.

5) Developing and recommending to any long-range planning and budget committees those goals and priorities in long-range planning that relate to educational programs and/or that have long-range budgeting significance.

6) Recommending to the Chancellor educational concerns implicit in the current University budget and reviewing aspects of the current University budget referred to it by the Chancellor.

7) Initiating consideration of matters that are properly within the scope of educational policy.

8) Establishing and providing for studies likely to illuminate educational policy.

9) Selecting the Council members who shall serve as the University Alternates to the University Faculty Assembly.

10) Placing on the Council agenda and considering all matters within the purview of the Council and not otherwise specifically listed as matters of special concern to the Cabinet.

11) The Cabinet may act for the Council at such times as the Council is not able to meet, provided that such action is referred to the Council for confirmation at its next regular meeting.

Section 2. Membership. Membership of the Cabinet shall consist of:

a. The Chancellor as Chairman of the Cabinet, the Vice Chairman of the Faculty Council, twelve Council members-at-large, two Faculty representatives from each School and four Faculty representatives from the College of Arts and Sciences provided that no person holding the office of Dean shall be a School or College representative, one representative from the Council of Deans, three representatives of the Student Government Association, two representatives from the Graduate Students' Association.

b. All Vice Chancellors and the Director of the Library as ex officio members.

Section 3. Selection of the Cabinet. All elected members of the Cabinet, with the exception of the Vice Chairman of the Faculty Council, shall serve one term only

and shall not be eligible to serve again until one year after the expiration of their terms of office.

a. The Council shall elect the Council members-at-large, and any Council member is eligible for election. Council-at-large representatives shall serve three year terms with one third elected each year.

b. Representatives from each School or College shall be elected in accordance with the appropriate provisions of that School or College subject to provisions of this Instrument. Representatives of the Council of Deans, the Student Government Association, and the Graduate Students' Association shall be selected in accordance with the appropriate provisions of the organization that they represent subject to the provisions of this Instrument of Government.

1) Representatives from the Schools and College shall serve two-year terms with one half elected each year.

2) Representatives from the Council of Deans, the Student Government Association and the Graduate Students' Association shall serve one-year terms.

Section 4. Meeting and Procedures. The conduct of Cabinet meetings shall be determined by the following requirements:

a. The Cabinet shall establish a regular schedule for its meetings with the time, place, and dates determined by the Cabinet.

b. The Chancellor shall be the Chairman and presiding officer of the Cabinet. The Vice Chairman of the Faculty Council shall preside at the pleasure of the Chancellor or in the absence of the Chancellor.

c. The Chancellor may call special meetings of the Cabinet.

d. The Chancellor shall call a special meeting of the Cabinet on a petition signed by twenty-five percent of the members of the Cabinet. Action taken at such meeting shall be transmitted to the Chancellor and other appropriate office or agency of the University.

e. A quorum shall consist of a majority of the Cabinet.

Section 5. Gallery Privileges. Gallery privileges at Cabinet meetings shall be regulated by the following provisions:

a. Members of the Cabinet, by majority vote of the members present and voting, may extend gallery privileges at any meeting.

b. The Cabinet, by majority vote of the members present and voting, may grant speaking privileges to members of the gallery at any meeting.

c. The Cabinet, by majority vote of the members present and voting, may go into executive session at any meeting. Only members of the Cabinet may be present when the Cabinet is in executive session.

Section 6. Committee on Promotions and Tenure. The Committee on Promotions and Tenure shall be a committee of the Cabinet.

a. Membership and Term of Office. The Committee on Promotions and Tenure shall consist of the Vice Chairman of the Faculty Council and six Cabinet members. The six Cabinet members on the Committee must be part of the teaching and research Faculty and may hold any academic rank.

1) The six Cabinet members shall be elected to the Committee on Promotions and Tenure by the Council members-at-large and the representatives of the Schools and College.

2) Each member of the Committee on Promotions and Tenure shall serve for the duration of his current term of office on the Cabinet.

3) The Vice Chairman of the Faculty Council shall serve as the Chairman of the Committee on Promotions and Tenure.

b. Duties and Responsibilites. The Committee on Promotions and Tenure shall

have the following duties and responsibilities:

1) The purpose of the Committee is to assure Faculty counsel at the point where recommendations from Deans of the Schools and College have been completed, and on occasion to initiate consideration of faculty members at this point whom they consider meritorious of promotion and/or change in tenure, but always with the understanding that the function of the committee is advisory to the Chancellor.

2) No member of the Committee may participate in the discussion or vote on his own promotion or tenure decision.

3) The report of the Committee on Promotions and Tenure shall be sent directly to the Chancellor.

4) If the Chancellor's recommendations are at variance with the recommendations of the Committee, the Chancellor shall call a meeting of the Committee for discussion and clarification before final action by the Chancellor.

5) All meetings of the Committee on Promotions and Tenure shall be in executive session.

ARTICLE VI: Community Forum

Section 1. Definition. The Forum is in effect a town meeting of the campus in which the community may also participate. It will address itself to matters of interest to all who are involved in the life of the University community.

Section 2. Membership. Forum Membership shall include all employees of the University; all undergraduate and graduate students; campus ministers; citizens, property owners, and merchants directly affected by activities identified with the University; Board of Trustees of the University of North Carolina at Greensboro; Alumni; Greensboro Police Department; and other agencies in the City of Greensboro-governmental or community-having a legitimate and purposeful interest in the University as a functional entity within the City.

Section 3. Duties and Responsibilities. The Forum may:

a. Review reports made to the Forum from the Executive Committee of the Forum or any ad hoc study groups,committees, or task forces created by the Executive Committee.

b. Initiate from the floor matters concerning the relationship of the University and the community and refer such matters to the Executive Committe of the Forum for further consideration and study.

c. Make recommendations for action through the Executive Committee of the Forum for referral to the Cabinet,Council, or other University agency. The Forum has no jurisdiction to take action in such matters.

Section 4. Meetings and Procedures. The meetings and procedures of the Forum shall be determined by the following requirements:

a. The Chancellor or his designated representative shall preside at all Forum meetings.

b. The meetings of the Forum shall be called at the discretion of the Chancellor or the Executive Committee of the Forum.

c. The Executive Committee of the Forum, after consideration of the nature and scope of the agenda items, shall determine the agencies or groups who will receive notices of meetings and invitations to participate.

Section 5. Executive Committee of the Community Forum. The Executive Committee shall be the agency through which the Forum shal operate.

a. Duties and Responsibilities. The Executive Committee shall:

1) Provide for an Agenda Committee from its own membership to screen items referred to it or the Agenda Committee, and the Agenda Committee may determine the need for additional meetings of the Executive Committee.

2) Receive items referred to the Executive Committee or Agenda Committee by any constituent group or individual within the group or by a Forum meeting.

3) Determine the time, place, and date of Forum meetings, and provide adequate public notice of such meetings.

4) Establish on an ad hoc basis study groups, committees or task forces to report to the Forum.

5) Make appropriate referrals on any Forum recommendations in accordance with the provisions of Section 3.c. of this Article.

b. Executive Committee Membership. The Executive Committee membership shall consist of:

1) Five elected members of the Council.

2) Two members of the Student Government Association.

3) Two members of the Graduate Students' Association.

4) One representative from each of the following groups: Board of Trustees of the University of North Carolina at Greensboro, Academic and Administrative Staff Associates, Campus Ministers, Greensboro City Council, Greensboro Police Department, Non-Academic Employees Grievance Association, Tate Street Merchants Association.

5) The Chancellor, all Vice Chancellors, and the Secretary of the Alumni Association-all serving ex officio.

6) The representatives of the Council shall be elected by the Council and shall serve for three-year staggered terms. Representatives from other designated groups shall be selected in accordance with the procedures established by that group or agency.

c. Meetings and Procedures. The meetings and procedures of the Executive Committee shall be determined by the following requirements:

1) The Chancellor or his designated representative shall preside at all meetings of the Executive Committee.

2) The Executive Committee shall meet at least one time early in each semester.

ARTICLE VII: The Chairman and Vice Chairman of the Faculty Council.

Section 1. The Chairman of the Faculty Council. The Chancellor shall serve as Chairman and presiding officer of the Council. The Vice Chairman of the Faculty Council shall preside over Council meetings at the pleasure of the Chancellor. In the absence or incapacity of the Vice Chairman, some member of the Council designated by the Chancellor shall preside.

Section 2. The Vice Chairman of the Faculty Council. There shall be a Vice Chairman of the Faculty Council who shall be elected by the Council.

a. Qualifications and Terms of Office. The Vice Chairman of the Faculty Council must be a member of the Council. The Vice Chairman shall serve for a term of one year and is eligible for re-election for an additional consecutive term. Any person who has served two consecutive terms as Vice Chairman of the Faculty Council is not eligible to serve again for one year.

b. Duties, Responsibilities, and Authority. The duties, responsibilities, and authority of the Vice Chairman of the Faculty Council are to:

1) Preside at meetings of the Council and the Cabinet at the pleasure and request of the Chancellor.

2) Serve as a member of the Cabinet and as Chairman of the Cabinet Committee on Promotions.

3) Assist the Chancellor in preparing and distributing the agenda for the meetings of the Council.

4) Assist the Chancellor in overseeing and coordinating the effective functioning of the governance organization established by the Instrument of Government.

5) Confer, as Faculty spokesman, with the Chancellor concerning matters of mutual interest in improving University governance.

6) Serve as one of the University of North Carolina at Greensboro Alternates to the Faculty Assembly.

7) Serve, when circumstances require, as spokesman for the Council.

ARTICLE VIII: Delegates and Alternates to the Faculty Assemby of the University of North Carolina

Section 1. Representation in the Faculty Assembly of the University of North Carolina shall be apportioned in accordance with the number of full-time faculty and staff members at each constituent institution. Each institution represented in the Assembly may select, in accordance with its own procedures, as many Alternates as delegates.

Section 2. Qualifications, Selection, and Terms of Office. The University of North Carolina at Greensboro shall select its full complement of Delegates and Alternates.

a. Delegates. Delegates from the University of North Carolina at Greensboro shall be elected by the Council from among its own members and shall serve three-year staggered terms.

b. Alternates. Alternates to the Faculty Assembly shall be selected as follows:

1) The Vice Chairman of the Faculty Council shall serve as one of the Alternates to the Faculty Assembly.

2) All other Alternates must be members of the Council and shall be selected by the Cabinet for three-year staggered terms.

Section 3. Duties and Responsibilities of Delegates and Alternates. The Delegates and Alternates to the Faculty Assembly shall:

a. Represent the Faculty of the University of North Carolina at Greensboro in the deliberations of the Faculty Assembly.

b. Seek frequent consultation with the Council and appropriate committees, offices, or agencies concerning matters arising in Assembly deliberations.

c. Submit to the Council an annual report of the work of the Assembly at the first regular Fall meeting of the Council and additional reports during the year when such reports are necessary or appropriate.

d. Carry out any other functions of the Faculty Assembly as specified in the By-Laws of the Assembly and this Instrument of Government.

e. Assure full representation for the University of North Carolina at Greensboro at all meetings.

ARTICLE IX: Committees

Section 1. Implementation of Committees. Upon adoption of this Instrument of

Government, the Cabinet in consultation with the Chancellor shall review and evaluate the present University committee structure as a first order of business. The Cabinet may, together with the office, administrator, or agency to be advised, terminate, consolidate, restructure, expand, or create committees, subject to the limitations that may be placed on it by action of the Council. Committees, boards, and councils not under the purview of the Cabinet are not subject to this provision. In its initial review and evaluation, the Cabinet shall follow the provisions of Section 3 of this Article concerning committee structure and operation. Decisions made as a result of this review shall be subject to approval of the Chancellor and the Council. The existing committee structure shall continue to function until after review and evaluation by the Cabinet.

Section 2. Continuing Evaluation and Review of Committees. The Cabinet shall be responsible for continuing evaluation and review of committees.

a. The Committee on Due Process, the Committee on Committees, the Committee on Elections, the Committee on University Government, the Committee on Equal Employment Opportunity and Intergroup Relations, the Executive Committee of the Forum, and special committees which may be mandated by statute, the Board of Trustees, or the Board of Governors shall submit to the Cabinet, for information only, annual reports and interim reports when pertinent. Committees of the Forum except the Executive Committee shall report to the Forum or its Executive Committee.

b. All other committees shall submit annual reports to the Cabinet and shall be subject to annual review and evaluation by the Cabinet. In its annual review and evaluation, the Cabinet may, together with the office, administrator, or agency to be advised, terminate, consolidate, restructure, expand, or create committees subject to the limitations that may be placed upon it by action of the Council. The annual review and evaluation shall follow the provisions of Section 3 of this Article concerning structure and operation. Decisions made as a result of this review shall be subject to approval of the Chancellor and the Council.

c. All annual reports, reviews, and evaluations shall be available to the members of the council.

Section 3. Committee Structure and Operation. The Cabinet shall follow these provisions in its review and evaluation of committee structure.

a. The Committee on Due Process shall be elected as required in the University Code.

b. The Committee on Committees shall be elected by the Council.

c. Any committee which shall be established dealing with those academic programs or curricula under the jurisdiction of the Council shall be elected as prescribed by the Council.

d. No faculty member shall hold more than one elective office except for election to the Committee on Due Process.

e. Each member of an appointed committee shall serve for three years, terms of office to be staggered. Members of the committees shall be appointed by the Chancellor in consultation with the Committee on Committees.

f. Committees established to advise a specific office or University agency shall communicate directly with the office or agency except when the Council requires action by the Cabinet and/or the Council before advice to the office or agency.

g. When rules and proceedings are not otherwise specified, each committee shall establish and publish its own rules of procedure and maintain reliable records of its activities.

Section 4. Committee on Committees. There shall be a Committee on Committees elected by the Council from among its own members.

a. Membership and Term of Office. The Committee on Committees shall consist of six members of the Council elected by the Council to serve staggered three-year terms. The election shall take place on a designated date in February.

b. Duties and Responsibilities. The Committee on Committees shall review the existing vacancies and nominate to the Chancellor the names of persons to fill those vacancies. In making these nominations, the Committee shall observe the following guidelines.

1) The Committee shall seek to achieve a balance in such matters as continuity, race, rank, sex and tenure.

2) No faculty member shall serve on more than three committees at a time except for reasons of special competence or ex officio responsibility.

3) Students and University employees other than faculty shall be represented on appropriate committees.

4) Faculty membership on appointed committees shall be open to all members of the Council.

Section 5. Committee on Due Process. The Committee on Due Process shall have the following membership and responsibility:

a. Membership and Term of Office. The Committee on Due Process shall consist of seven members elected by the Council for three-year staggered terms. Only librarians with permanent tenure and members of the teaching and research faculty with permanent tenure shall be eligible to serve on the Committee. The term of office shall begin on May 1. The Committee shall elect its own Chairman.

b. Duties and Responsibilities. The Committee on Due Process shall exercise the following duties and responsibilities:

1) Receive evidence, conduct hearings and render judgment on appeals from administrative decisions involving discharge or the imposition of serious sanctions, termination of faculty employment and nonreappointment. In exercising its reponsibility, the Committee shall use the definition of terms and the procedures for such hearings which are established by the Code of the University of North Carolina and the Regulations on Academic Freedom, Tenure and Due Process of the University of North Carolina at Greensboro.

2) All appeals arising under Section 603 of the Code of the University of North Carolina shall be heard by the full Committee. In all other appeals arising under the Committee's jurisdiction, the Committee may establish an ad hoc panel of at least three Committee members appointed by the Chairman to conduct hearings, receive evidence and report to the full Committee for the Committee's deliberation and recommendation. The panel report shall include records, transcripts, all other written materials and the panel's recommendation. However, no Committee member may participate in the discussion or decision on his own appeal or in any other case in which that Committee member has participated in the recommendations from departments, Schools or College or other University committees.

c. Implementation. This Amendment shall become effective on the date when the Board of Governors approves the Regulations on Academic Freedom, Tenure and Due Process of the University of North Carolina at Greensboro. The Chancellor shall designate a date for a special election to fill any vacancies on the Committee. The special election shall be conducted in accordance with the provisions of Article X of this Instrument with the exception of the date of the election. All subsequent elections shall be conducted in accordance with the pro-

visions of Article X of this Instrument. The Chancellor shall be responsible for all other matters related to the implementation of the provisions of this section.

Section 6. Committee on Faculty Grievances. The Committee on Faculty Grievances shall have the following membership and responsibility.

a. Membership. The Committee on Faculty Grievances shall consist of five members elected by the Faculty Council for three-year staggered terms. Members of the Council eligible to serve shall be from the ranks of assistant professor, associate professor and full professor with at least one member from each rank. No officer of administration shall serve on the Committee. In this section, "officer of administration" shall include department chairmen and department heads. The Committee shall elect its own chairman.

b. Duties and Responsibilities. The Committee on Faculty Grievances shall hear, mediate and advise with respect to the adjustment of faculty grievances concerned with matters directly related to a faculty member's employment status and institutional relationships on this campus in accordance with the provisions of the Code of the University of North Carolina. No grievance that grows out of or involves matters related to a formal proceeding for the suspension, discharge or termination of a faculty member, or that is within the jurisdiction of another standing faculty committee, may be considered by the Committee on Faculty Grievances.

c. Implementation. This Amendment shall become effective on the date when the Board of Governors approves the Regulations on Academic Freedom, Tenure and Due Process of the University of North Carolina at Greensboro. The Chancellor shall designate a date for a special election for the initial election of Committee members. The special election shall be conducted in accordance with the provisions of Article X of this Instrument with the exception of the date of the election. All subsequent elections shall be conducted in accordance with the provisions of Article X of this Instrument. The Chancellor shall be responsible for all other matters related to the implementation of the provisions of this section.

ARTICLE X: Nominations and Elections

Section 1. Committee on Elections. There shall be a Committee on Elections of no less than five members appointed by the Chancellor from members of the Council The Committee members shall serve for three-year staggered terms. The Chancellor shall designate the Chairman of the Committee on Elections.

Section 2. Duties and Responsibilities of the Committee on Elections. The Committee on Elections shall have the responsibility for supervising the process of nominations and elections for all positions to be filled by Council election. The Committee shall propose rules for the conduct of nominations and elections which shall be in conformity with the Instrument of Government, and such rules must be approved by the Council. Upon acceptance by the Council, these rules shall be considered part of the Statement of Policies and Procedures.

Section 3. Nominations. Nominations for any office or position elected by the Council must be in accord with the following requirements:

a. Nominations shall be by petition only.

b. Each person so nominated must have given prior consent.

c. Each petition must have been signed by at least five members of the Council.

d. Petitions must be received by the Committee on Elections at least ten days before the date of the election.

e. Persons holding an elected office or elected committee membership may not serve in the same office or on the same committee until one year after the expiration of their current term with the exception that the Vice Chairman of the Faculty Council may serve two consecutive terms.

f. If the Committee on Elections has not received a sufficient number of valid nominations to fill the offices or positions to be filled at the current election, the encumbents whose terms were to expire shall continue in office until a valid election can be held in accordance with the provisions of the Instrument of Government.

Section 4. Elections. Procedures for election for all offices or positions to be filled by Council election shall be as follows:

a. Elections shall be by mail ballot only, and candidates who receive the highest number of votes shall be declared elected.

b. The Committee on Elections shall have the responsibility for the preparation and distribution of the ballots.

c. The Committee on Elections shall be responsible for an accurate count of the ballots and for appropriate publication of the results.

d. The election for members of the Committee on Committees shall be held on a designated date in February; all other positions or offices requiring Council vote shall be held on a designated date in April.

Section 5. Vacancies. The effect of withdrawal of persons elected to any position or office elected by the Council shall be as follows.

a. Temporary Withdrawal. If a person elected by the Council to a position or office under the Instrument of Government shall temporarilty withdraw from that office or position because of illness, leave of absence, or other cause, the Chancellor may, in his discretion, fill this vacancy by an appointment to continue until the said member shall have resumed his position or office or until his term has expired.

b. Permanent Withdrawal. If a person elected by the Council to a position or office shall permanetly withdraw from that position or office because of resignation from the Faculty, death, or other cause, the Chancellor, may in his discretion, fill this vacancy by an appointment to continue until the next regular election for this position or office, at which time a Council member shall be elected to fill the unexpired term or portion thereof.

ARTICLE XI: Amendments

Amendments to the Instrument of Government shall be submitted to the Council by the Committee on Faculty Government. Any Council member may request the Committee on Faculty Government to consider amendments. The Committee on Faculty Government shall review all proposed amendments, and the Committee may make such recommendations to the Council as it deems necessary and appropriate. All proposed amendments referred to the Committee shall be submitted to the Council, together with the Committee's recommendations and rationale, for the Council's debate and action. The Council may act on amendments at the regular Council meeting in which they are introduced provided that all members of the Council shall have received a copy of the amendment at least 30 days prior to the regular Council meeting. Amendments must receive the approval of two thirds of the Council members present and voting.

The Committee on Faculty Government shall make an annual review of the provisions of the Instrument of Government and may on its own initiative submit to the Council any proposed amendments that the Committee deems necessary or appro-

priate.

ARTICLE XII: Adoption of this Instrument

This Instrument of Government shall become effective upon its adoption by the existing Faculty Council by two thirds vote of the Council members present and voting and approval of the Chancellor subject to the powers of the Board of Trustees, the President of the University, and the Board of Governors.

REGULATIONS ON ACADEMIC FREEDOM, TENURE, AND DUE PROCESS OF THE UNIVERSITY OF NORTH CAROLINA AT GREENSBORO

(Approved by the Board of Governors of The University of North Carolina, May 14, 1976)

SECTION 1. Freedom and Responsibility in the University Community

A. The University of North Carolina at Greensboro is dedicated to the transmission and advancement of knowledge and understanding. Academic freedom is essential to the achievement of these purposes. This institution therefore supports and encourages freedom of inquiry for faculty members and students, to the end that they may responsibly pursue these goals through teaching, learning, research, discussion and publication, free from internal or external restraints that would unreasonably restrict their academic endeavors.

B. The University of North Carolina at Greensboro shall protect faculty and students in their responsible exercise of the freedom to teach, to learn and otherwise to seek and speak the truth.

C. Faculty and students of The University of North Carolina at Greensboro shall share in the responsibility for maintaining an environment in which academic freedom flourishes and in which the rights of each member of the academic community are respected.

SECTION 2. Academic Freedom and Responsibility of Faculty

A. It is the policy of The University of North Carolina at Greensboro to support and encourage full freedom, within the law, of inquiry, discourse, teaching, research and publication for all members of the academic staffs of this institution. Members of the faculty are expected to recognize that accuracy, forthrightness and dignity befit their association with the University and their position as men and women of learning. They should not represent themselves, without authorization, as spokesmen for The University of North Carolina at Greensboro.

B. The University of North Carolina at Greensboro shall not penalize or discipline members of the faculty because of the exercise of academic freedom in the lawful pursuit of their respective areas of scholarly and professional interest and responsibility.

SECTION 3. Academic Tenure

A. Academic tenure refers to the conditions and guarantees that apply to a faculty member's professional employment. In all instances, academic tenure is held with reference to The University of North Carolina at Greensboro, rather than with reference to The University of North Carolina as a whole. It may be conferred only by action of the President and the Board of Governors, or by such other agencies or officers as may be delegated this authority by the Board of Governors.

B. The purpose of granting tenure is to protect the academic freedom of faculty members while providing them with a reasonable degree of economic security. The University recognizes that a tenure policy is a vital aid in attracting and retaining faculty members of high quality. Accordingly, a faculty member who holds permanent tenure or an appointment to a specified term of service may be discharged or suspended before that term expires only for incompetence, neglect of duty, or misconduct of such a nature as to indicate that the individual is unfit to continue as a member of the faculty.

C. Academic tenure, as herein defined, pertains exclusively to the employment of faculty members by appointment to specified faculty ranks. Such appointments may be for fixed terms of employment, automatically terminable when they expire ("fixed term appointment"); or they may be for probationary terms ("probationary term appointment"); or they may be continuous until resignation, retirement, or death ("appointment with permanent tenure"). Appointment, reappointment, promotion, and permanent tenure shall be awarded on the basis of demonstrated professional competence, potential for future contribution, public service that is professionally related, and the needs and resources of the University.

D. Decisions on appointment, reappointment, promotion, and tenure shall be made without regard to race, sex, religion, or national origin.

E. Persons holding the following faculty ranks are eligible for probationary term appointments or permanent tenure: instructor, assistant professor, associate professor, professor, and professional librarians who are members of the faculty. With respect to the several academic ranks and positions, the University's tenure policy is as follows:

(1) Instructor

(a) An instructor shall be appointed for a period of one year; he may be reappointed successively for six further one-year terms, or a total of seven years. Each year his department head,[1] after assembling and consulting with at least the tenured members of the department faculty who are senior to the instructor in rank, shall notify the instructor of the department head's decision (1) not to reappoint him for another year; or (2) to recommend to the Chancellor that he be reappointed at the same or higher rank.

(b) Before the end of an instructor's sixth continuous year of full-time service in this institution at that rank (if promotion has not been conferred earlier), his department head, after consultation as provided above, shall notify the instructor of the department head's decision (1) not to reappoint him beyond his seventh year; or (2) to recommend to the Chancellor that he be promoted to assistant professor by the end of his seventh year, with permanent tenure.

(c) Notice of appointment or reappointment shall be in writing from the Chancellor. Notice of nonreappointment shall be in writing from the department head or the Chancellor, depending upon who made the decision not to reappoint. A notice of nonreappointment shall be limited to the statement of the fact of nonreappointment. An instructor who is not to be reappointed shall be so notified at least ninety calendar days before his employment contract expires if he is in his first year of service to the institution; at least 180 calendar days before his employment contract expires if he is in his second continuous year; and at least twelve months before his employment contract expires if he is in his third or subsequent continuous year of service. Failure to give timely notice of nonreappointment shall oblige the University to offer a terminal appointment of one academic year.

(2) *Assistant Professor*

(a) An assistant professor promoted to that rank after either six or seven continuous years of full-time service in this institution at the rank of instructor shall have permanent tenure. One who is promoted after either two or five years of such service shall be appointed to a term of two years. In all other cases an assistant professor shall be appointed to an initial term of three years.

(b) At least twelve months before the initial term of appointment as assistant professor expires, the department head, after assembling and consulting with the tenured members of the department faculty senior to the assistant professor in rank, shall notify him of the department head's decision (1) not to reappoint him at the expiration of his current term; or (2) to recommend to the Chancellor that he be reappointed to a further term of three years (if not prohibited by paragraph (c) below); or (3) to recommend to the Chancellor that he be reappointed with permanent tenure at the same or higher rank.

(c) At least twelve months before an assistant professor has completed either six continuous years of full-time service at that rank in this institution or seven continuous years of full-time combined service as instructor and assistant professor, whichever occurs first, his department head, after consultation as provided above, shall notify him of the department head's decision (1) not to reappoint him at the expiration of his current term; or (2) to recommend to the Chancellor that he be reappointed with permanent tenure at the same or higher rank upon the expiration of the aforementioned six or seven years' service.

(d) Notice of appointment or reappointment shall be in writing from the Chancellor. Notice of nonreappointment shall be in writing from the department head or the Chancellor, depending upon who made the decision not to reappoint. A notice of nonreappointment shall be limited to the statement of the fact of nonreappointment. Failure to give timely notice of nonreappointment shall oblige the University to offer a terminal appointment of one academic year.

(3) *Associate Professor*

(a) An associate professor promoted to that rank within this institution shall have permanent tenure. An associate professor appointed to that rank from outside the institution shall be appointed to a term of five years. Before the end of the fourth year of that term, his department head, after assembling and consulting with the tenured members of the department faculty senior to the associate professor in rank, shall notify him of the department head's decision (1) not to reappoint him at the expiration of his current term; or (2) to recommend to the Chancellor that he be reappointed with permanent tenure at the same or higher rank.

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[1] "Department" is used as a generic term for departments, professionals schools, and any other academic units to which faculty appointments are made; "head" as a generic term for department heads, deans of professional schools, Director of the Library and any other heads of academic units to which faculty appointments are made.

(b) Notice of appointment or reappointment shall be in writing from the Chancellor. Notice of nonreappointment shall be in writing from the department head or the Chancellor, depending upon who made the decision not to reappoint. A notice of nonreappointment shall be limited to the statement of the fact of nonreappointment. Failure to give timely notice of nonreappointment shall oblige the University to offer a terminal appointment of one academic year.

(4) *Professor. A professor shall have permanent tenure.*

(5) *Professional Librarians*

The provisions of subsection (2) above shall also govern the appointment, reappointment, and tenure of unranked professional librarians who are members of the faculty. When a librarian with a faculty appointment is being considered for one or more of these actions, the Director of the Library shall assemble and consult the appropriate library department head and supervisors and other senior members of the library staff familiar with the librarian's work.

F. Maximum Probationary Service

The total period of full-time service before permanent tenure is recommended shall not exceed seven years, including all previous full-time service at the rank of instructor or higher in this institution. Time spent on leave of absence shall not count as probationary service unless the faculty member and the institution agree to the contrary at the time leave is granted.

G. Continued Availability of Special Funding

The appointment, reappointment, or promotion of a faculty member to a position funded in whole or in substantial part from sources other than continuing state budget funds or permanent trust funds shall specify in writing that the continuance of the faculty member's services, whether for a specified term or for permanent tenure, shall be contingent upon the continuing availability of such funds, Pursuant to Section 602 (7) of *The Code of The University of North Carolina*, the following exceptions shall apply to either of the foregoing contingency requirements:

(1) That such a contingency shall not be included in a promotion to a higher rank if, before the effective date of that promotion, the faculty member had permanent tenure and no such condition was attached to the tenure.

(2) That such a contingency shall not be attached to the contract of a faculty member if he held permanent tenure in that institution on July 1, 1975, and his contract was not contingent upon the continuing availability of sources other than continuing state budget or permanent trust funds.

(3) The federal funds provided to the North Carolina Agricultural Experiment Station through the Hatch Act shall be considered to be permanent trust funds. Faculty who are funded in whole or in substantial part from these funds shall not be subject to the contingency provisions of this section.

If a faculty member's appointment is terminated because of the nonavailability of these funds, the institution will make every reasonable effort to give the same notice as set forth in Section 6B(2). This notice shall include the pertinent data upon which the termination action is based.

H. All full-time faculty members below the rank of professor shall be reviewed annually for promotion, at least at the departmental level. The Chancellor may recommend that a faculty member be promoted or granted permanent tenure at any time.

I. All appointments of part-time faculty, visiting faculty, adjunct faculty, or special categories of faculty such as artists-in-residence or writers-in-residence shall be for a fixed term of service. That term shall be set forth in writing when the appointment is made, and the specification of the length of the appointment shall be deemed to constitute full and timely notice of nonreappointment when that term expires. The Chancellor, in his letter of appointment, shall call to the appointee's attention that, because of the special status of the appointment, the provisions of Section 3E through 3H do not apply.

J. Terms and Conditions of Appointments

The terms and conditions of each initial appointment and each reappointment to the faculty shall be set out in writing. A copy of the terms, signed by the Chancellor, shall be delivered to the faculty member and a copy shall be retained by the Chancellor. The general terms and conditions of such appointments, including those provided herein, shall either be set out in the document of appointment or incorporated therein by clear reference to specified documents that shall be readily available to the faculty member. The University tenure regulations, including Chapter 6 of *The Code of The University of North Carolina*, shall be published by the institution and distributed to all faculty members. Upon request, each faculty member shall have ready access to information about his employment status from his department head.

K. Resignation

A faculty member shall give prompt written notice of his resignation, with its effective date, to his department head. Upon receiving such notification, the department head shall promptly inform his dean, the Vice Chancellor for Academic Affairs, and the Chancellor of the resignation.

SECTION 4. Procedures in Regard to Appointment, Promotion, and Tenure

A. Decisions with regard to appointment, promotion, and tenure shall be made in accordance with the University's established procedures and criteria for service in the respective ranks.

B. Promotion and Permanent Tenure

(1) The department head shall consult annually with the appropriate members of his faculty as indicated in Section 3E to consider all full-time faculty below the rank of professor for promotion and/or permanent tenure.

(2) The decision of the department head not to reappoint a faculty member as provided in Section 3E shall be final, except as the decision may be reviewed in accordance with Section 5 of these regulations. In all instances where the department head decides to recommend promotion and/or permanent tenure, he shall consult with the dean of his school or college and submit his recommendations. The dean shall consult with a school or college committee on promotion and tenure as provided for in this institution's Instrument of Government, which will review these recommendations.

(3) All deans shall forward their recommendations to the Vice Chancellor for Academic Affairs, including a summary report of the results of their reviews.

(4) The Vice Chancellor for Academic Affairs shall organize this material for review by the Committee on Promotions and Tenure of the Academic Cabinet (as provided for in the Instrument of Government) and attend its initial meeting to review procedures and criteria. The Vice Chancellor shall submit his recommendations to the Chancellor.

(5) All positive recommendations initiated by the department head will move through all stages of consideration to the Chancellor, regardless of recommendations against approval which may be made at various stages in the process.

(6) Individual faculty members may make written requests for promotion, accompanied by whatever supporting materials they care to submit, directly to heads of departments, deans, or the Vice Chancellor for Academic Affairs. Such requests will then be reviewed at the departmental level and above, as outlined in subsections 4B(1) through (5).

(7) The Committee on Promotions and Tenure shall forward its recommendations directly to the Chancellor. If the Chancellor decides not to recommend promotion or permanent tenure, it is a final decision. He shall notify the faculty member of that decision by a simple, unelaborated written statement. The faculty member may then seek review of that decision in accordance with the procedure set out in Section 501 C(4) of *The Code of The University of North Carolina*. If the Chancellor decides to recommend that permanent tenure be conferred, he shall consult with the Board of Trustees and, unless dissuaded, he shall forward the recommendation to the President and the Board of Governors for final approval. If the Chancellor decides to recommend promotion without permanent tenure, he shall forward that recommendation to the Board of Trustees for final approval unless the approval authority is delegated by that Board.

SECTION 5. Nonreappointment of Faculty Members on Probationary Term Appointments

A. Permissible and Impermissible Grounds for Nonreappointment

The decision whether to reappoint a faculty member when a probationary term of appointment expires may be based on any factor considered relevant to the total institutional interests, but it must consider the faculty member's demonstrated professional competence, his potential for future contributions, and institutional needs and resources. These considerations may form, in whole or in part, the basis of the ultimate decision, except that a decision not to reappoint may not be based upon (1) the faculty member's exercise of rights guaranteed by either the First Amendment to the United States Constitution or Article I of the North Carolina Constitution; (2) discrimination based upon the faculty member's race, sex, religion, or national origin; or (3) personal malice.

B. Conference with Department Head

Within five days after receiving a written notice of nonreappointment, a faculty member may in writing request a private conference with his department head[2] to discuss the reasons for nonreappointment. This request shall be granted and the conference held forthwith, within five days[3] after receipt of the request if possible.

Within five days after the conference, the department head shall give the faculty member a simple, unelaborated, written statement of whether the original decision remains in effect.

C. Conference with Supervisor of Department Head

Within five days after receiving notice that the original decision remains in effect, the faculty member may in writing request a conference with the department head's immediate administrative supervisor. This request shall be granted and the conference held forthwith, within five days after receiving the request if possible.

[2]If the initial decision not to reappoint is made by the Chancellor or Board of Trustees, the faculty member who is not to be reappointed may seek review of that decision in accordance with the procedure set out in Section 501 C(4) of the University *Code*.

[3]Wherever it is used in Sections 5, 6, and 7, except where calendar day is specified, the word "day" shall mean any day except Saturday, Sunday or an institutional holiday. In computing any period of time, the day in which notice is received is not counted but the last day of the period being computed is to be counted.

Within ten days after this conference, the reviewing administrative officer shall send a written evaluation of the matter to the faculty member and to the department head. The evaluation may be in the form of an unelaborated concurrence with the decision; an expression of disagreement with the decision, with or without supporting reasons; or a recommendation for reconsidering the decision, with or without suggestions for specific procedures for the reconsideration. Whatever form the evaluation may take, it is merely recommendatory and is not binding upon the department head or final as to the faculty member.

Within five days after receiving an evaluation that disagrees with the decision or recommends its reconsideration, the department head shall give the faculty member and his immediate supervisor his response in writing.

D. Request for Review by Committee on Due Process: Scope of Review

Within five days after he receives notice of an unfavorable action resulting from the conference with the department head's supervisor, the faculty member may request that the faculty Committee on Due Process (provided for in the Instrument of Government) review the decision. This review is limited to determining whether the decision not to reappoint was based upon any of the grounds stated to be impermissible in Section 5A or resulted from failure to comply with the procedures specified in Section 3.

The request for review shall be written and addressed to the chairman of the Committee on Due Process. It shall specify the grounds upon which the faculty member contends that the decision was impermissibly based or improperly arrived at, with a short, plain statement of facts that he believes support the contention.

Such a request consitutes on the faculty member's part: (1) a representation that he can prove his contention, and (2) an agreement that the institution may offer in rebuttal of his contention any relevant data within its possession.

The Committee on Due Process shall consider the request and grant a hearing if it determines that (a) the request contains a contention that the decision was impermissibly based or improperly arrived at, and (b) the facts suggested, if established, will support the contention. A denial of the request finally confirms the decision. If the request is granted, a hearing shall be held within ten days after the request is received; the faculty member shall be given at least five days' notice of the hearing.

E. Conduct of Hearing

The hearing shall be conducted informally and in private. Only the members of the Committee on Due Process, the faculty member, the department head, and such witnesses as may be called may attend; except that the faculty member and the department head may each be accompanied by a person of his choosing. A quorum for the hearing is a simple majority of the total committee membership. Committee members who hold an appointment in the faculty member's department or school, who will testify as witnesses, or who have any other conflict of interest are disqualified from participating in that hearing. If the faculty member requests it and the chairman of the committee approves, a transcript of the proceedings shall be provided to the faculty member. The committee may consider only such evidence as is presented at the hearing and need consider only the evidence offered that it considers fair and reliable. All witnesses may be questioned by the committee members, the faculty member, the department head, and the representatives of the faculty member and head. Except as herein provided, the conduct of the hearing is under the committee chairman's control.

F. Hearing Procedure

The hearing shall begin with the faculty member's presentation of contentions, which shall be limited to those grounds specified in the request for a hearing and supported by such proof as he desires to offer. When the faculty member has concluded this presentation, the committee shall recess to consider whether he has established a prima facie case. If it determines that the contention has not been so established, it shall so notify the parties to the hearing and thereupon terminate the proceedings. Such termination confirms the decision not to reappoint. If it determines that rebuttal or explanation is desirable, it shall so notify the parties and proceed with the hearing. The department head may then present in rebuttal of the faculty member's contentions, or in general support of the decision not to renew, such testimonial or documentary proofs as he desires to offer, including his own testimony.

At the end of this presentation, the committee shall consider the matter in executive session. The burden is upon the aggrieved faculty member to satisfy the committee that his contention is true.

G. Procedure After Hearing

(1) If the Committee on Due Process determines that the faculty member's contention has not been established, it shall, by a simple, unelaborated statement, so notify him, the department head, and the department head's immediate supervisor. Such a determination confirms the decision not to reappoint. If the committee determines that the faculty member's contention has been satisfactorily established, it shall so notify him, the department head, and the department head's immediate supervisor by a written notice that includes a recommendation for corrective action by the department head.

(2) Within five days after receiving such a recommendation, the department head shall notify the faculty member, his own immediate supervisor, and the chairman of the Committee on Due Process what modification, if any, he will make with respect to the original decision not to reappoint.

(3) If the department head fails to make a recommended modification in the original decision, the committee shall submit a report to the Chancellor containing the committee's findings and recommendation and a statement of what it considers to be appropriate action by the Chancellor to resolve the matter.

(4) If the Chancellor decides not to recommend reappointment, it is a final decision. He shall notify the faculty member of that decision by a simple, unelaborated written statement. The faculty member may then seek review of that decision in accordance with the procedure set out in Section 501 C(4) of *The Code of The University of North Carolina*. If the Chancellor decides to recommend reappointment, he shall process that recommendation as provided in Section 4B(7).

SECTION 6. Termination of Employment for Reasons of Financial Exigency or Program Curtailment

A. Reasons Justifying Termination and Consultation Required

(1) Reasons for Terminating Employment

The employment of a faculty member with permanent tenure or of a faculty member appointed to a fixed or probationary term may be terminated because of (1) demonstrable, bona fide institutional financial exigency or (2) major curtailment or elimination of a teaching, research, or public service program. Financial exigency is defined as a significant decline in the financial resources of the institution that is brought about by decline in institutional enrollment or by other action or events that compel a reduction in the institution's current operations budget. The determination of whether a condition of financial exigency exists or whether there shall be a major curtailment or elimination of a teaching, research, or public service program shall be made by the Chancellor, after consulting with the academic administrative officers and faculties as required by paragraph (2). This determination is subject to concurrence by the President and then approval by the Board of Governors of The University of North Carolina. If the financial exigency or curtailment or elimination of program is such that the insitution's contractual obligation to a faculty member cannot be met, the employment of the faculty member can be terminated in accordance with the institutional procedures set out in subsection B below.

(2) Consultation with Faculty and Administrative Officers

When it appears that the institution will experience an institutional financial exigency or when the institution is considering a major curtailment in or elimination of a teaching, research, or public service program, the Chancellor or his delegate shall first seek the advice and recommendations of the academic administrative officers and faculties of the departments or schools that might be affected and the Academic Cabinet.

B. Termination Procedure

(1) Considerations in Determining Whose Employment Is to be Terminated

In determining which faculty member's employment is to be terminated for the reasons set forth in paragraph A(1) above, consideration shall be given to tenure status, to years of service to the institution, and to other factors deemed relevant, but the primary consideration shall be the maintenance of a sound and balanced educational program that is consistent with the functions and responsibilities of the institution.

(2) Timely Notice of Termination

When a faculty member's employment is to be terminated because of major curtailment or elimination of a teaching, research, or public service program and such curtailment or elimination of program is not founded upon financial exigency, he shall be given timely notice as follows: (a) one who has permanent tenure shall be given not less than twelve months' notice; and (b) one who was appointed to a fixed term and does not have permanent tenure shall be given notice in accordance with the requirements specified in Section 3E.

When a faculty member's employment is to be terminated because of financial exigency, the institution shall make every reasonable effort, consistent with the need to maintain sound educational programs and within the limits of available resources, to give the same notice as set forth immediately above.

(3) Type of Notice to be Given

The Chancellor or his delegate shall send the faculty member whose employment is to be terminated a written statement of this fact by registered mail, return receipt requested. This notice shall include a statement of the conditions requiring termination of the faculty member's employment; a general description of the procedures followed in making the decision; a disclosure of pertinent financial or other data upon which the decision was based; a statement of the faculty member's right, upon request, to a reconsideration of the decision by the Committee on Due Process, if he alleges that the decision to terminate his appointment was arbitrary or capricious; and a copy of this procedure on termination of employment.

(4) Termination If Reconsideration Not Requested

If, within ten days after he receives the notice required by paragraph (3) above, the faculty member makes no written request for a reconsideration hearing, his employment shall be terminated at the date specified in the notice given pursuant to paragraph (3) without recourse to any institutional grievance or appellate procedure.

(5) Request for Reconsideration Hearing

Within ten days after receiving the notice required by paragraph (3), the faculty member may request in writing a reconsideration of the decision to terminate his employment if he alleges that the decision was arbitrary or capricious. The request shall be submitted to the Chancellor, shall specify the grounds upon which the faculty member contends that the decision to terminate his employment was arbitrary or capricious, and shall include a short, plain state-

ment of facts that he believes support the contention.

Submission of such a request shall constitute on the faculty member's part: (a) a representation that he can prove his contention, and (b) an agreement that the institution may offer in rebuttal of his contention whatever relevant data it may have.

(6) Jurisdiction of Reconsideration Committee

If the faculty member makes a timely written request for a reconsideration of the decision, the Chancellor or his delegate shall insure that a hearing is accorded before the Committee on Due Process. This reconsideration shall be limited solely to a determination of the contentions made in the faculty member's request for reconsideration. The reconsideration hearing shall be held promptly, but the committee shall accord the faculty member five days from the time it receives his written request for a hearing to prepare for it.

(7) Conduct of Hearing

The hearing shall be conducted informally and shall be closed to the public. The faculty member and the Chancellor have the right to legal counsel, to present the testimony of witnesses and other evidence, to confront and cross-examine adverse witnesses, and to examine all documents and other adverse demonstrative evidence. The faculty member and the committee shall have access, upon request, to documents of the University of North Carolina at Greensboro that were used in making the decision to terminate the faculty member's appointment after the decision was made that some faculty member's appointment must be terminated. Upon the faculty member's request, a transcript of the proceedings shall be given him at the institution's expense. The committee may consider only such evidence as is presented at the hearing and need consider only the evidence offered that it considers fair and reliable. All witnesses may be questioned by the committee members. Except as herein provided, the conduct of the hearing shall be under the control of the committee chairman.

A quorum for purposes of the hearing is a simple majority of the total membership. No one shall serve on the committee for this hearing who holds appointment in the faculty member's department or schoo, who participated directly in the decision to terminate this faculty member's appointment, or who has any other substantial conflict of interest.

(8) Hearing Procedure

The hearing shall begin with the faculty member's presentation of contentions, limited to those grounds specified in the request for hearing and supported by such proof as he desires to offer. The Chancellor or his representative may then present, in rebuttal of the faculty member's contentions or in general support of the decision to terminate his employment, such testimonial or documentary proofs as he desires to offer, including his own testimony.

At the end of this presentation, the Committee on Due Process shall consider the matter in executive session and shall make its written recommendation to the Chancellor within ten days after its hearing concludes. The burden is on the faculty member to satisfy the committee that his contention is true.

(9) Procedure After Hearing

If the Committee on Due Process determines that the faculty member's contention has not been established, it shall, by simple, unelaborated statement, so notify him and the Chancellor. The faculty member may then appeal the decision to terminate his employment in the manner provided by Section 501 C(4) of the University *Code*.

If the committee determines that the faculty member's contention has been satisfactorily established, it shall notify him and the Chancellor by a written notice that may also include a recommendation for corrective action by the Chancellor.

Within ten days after receiving this recommendation, the Chancellor shall send written notice to the faculty member and the chairman of the Committee on Due Process what modification, if any, he will make with respect to the original decision to terminate the faculty member's employment. If the Chancellor fails to reverse the original decision, the faculty member may appeal the termination in the manner provided by Section 501 C(4) of the University *Code*. If the Chancellor concurs in a recommendation of the committee that is favorable to the faculty member, his decision is final.

C. Assistance for Faculty Members and Rights to New Positions

(1) Institutional Assistance to Employees Who Are Terminated

The institution, when requested in writing by one whose employment has been terminated, shall give him reasonable assistance in finding other employment.

(2) First Right of Refusal of New Positions

For two years after the effective termination date of a faculty member's contract for any reason specified in subsection A, the institution shall not replace the faculty member without first offering the position to the person whose employment was terminated. The offer, sent to the faculty member's last known address, shall be made by registered mail, return receipt requested. The faculty member shall have thirty calendar days after he receives the notice to accept the offer.

SECTION 7. Discharge or the Imposition of Serious Sanctions

A. A faculty member who is the beneficiary of institutional guarantees of tenure shall enjoy protection against unjust

and arbitrary application of disciplinary penalties. During the period of such guarantees the faculty member may be discharged or suspended from employment or diminished in rank only for reasons of incompetence, neglect of duty, or misconduct of such a nature as to indicate that the individual is unfit to continue as a member of the faculty.[4] These penalities may be imposed only in accordance with the procedures prescribed in this section. For purposes of these regulations, a faculty member serving a stated term shall be regarded as having tenure until the end of that term. These procedures shall not apply to nonreappointment (Section 5) or termination of employment (Section 6).

B. The Chancellor or his delegate shall send the faculty member by registered mail, return receipt requested, a written statement of intention to discharge him. The statement shall include notice of the faculty member's right, upon request, to both written specification of the reasons for the intended discharge and a hearing by the faculty Committee on Due Process.

C. If, within ten days after he receives the notice referred to in subsection B above, the faculty member makes no written request for either a specification of reasons or a hearing, he may be discharged without recourse to any institutional grievance or appellate procedure.

D. If, within ten days after he receives the notice referred to in subsection B above, the faculty member makes written request, by registered mail, return receipt requested, for a specification of reasons, the Chancellor or his delegate shall supply such specification in writing by registered mail, return receipt requested, within ten days after receiving the request. If the faculty member makes no written request for a hearing within ten days after he receives the specification, the faculty member may be discharged without recourse to any institutional grievance or appellate procedure.

E. If the faculty member makes a timely written request for a hearing, the Chancellor or his delegate shall insure that the hearing is accorded before the faculty Committee on Due Process. The hearing shall be on the written specification of reasons for the intended discharge. The Committee on Due Process shall accord the faculty member twenty days from the time it receives his written request for a hearing to prepare his defense. The committee may, upon the faculty member's written request and for good cause, extend this time by written notice to the faculty member.

F. The hearing shall be closed to the public unless the faculty member and the committee agree that it may be open. The faculty member shall have the right to counsel, to present the testimony of witnesses and other evidence, to confront and cross-examine adverse witnesses, and to examine all documents and other adverse demonstrative evidence. A written transcript of all proceedings shall be kept; upon request, a copy thereof shall be furnished to the faculty member at the institution's expense.

G. The Chancellor, or his delegate or counsel, may participate in the hearing to present evidence, cross-examine witnesses, and make argument.

H. In reaching decisions on which its written recommendations to the Chancellor shall be based, the committee shall consider only the evidence presented at the hearing and such written or oral arguments as the committee, in its discretion, may allow. The committee shall make its written recommendations to the Chancellor within ten days after its hearing concludes.

I. If the Chancellor concurs in a recommendation of the committee that is favorable to the faculty member, his decision shall be final. If the Chancellor either declines to accept a committee recommendation that is favorable to the faculty member or concurs in a committee recommendation that is unfavorable to the faculty member, the faculty member may appeal the Chancellor's decision to the Board of Trustees. This appeal shall be transmitted through the Chancellor and be addressed to the Chairman of the Board. Notice of appeal shall be filed within ten days after the faculty member receives the Chancellor's decision. The appeal to the Board of Trustees shall be decided by the full Board of Trustees. However, the Board may delegate the duty of conducting a hearing to a standing or ad hoc committee of at least three members. The Board of Trustees, or its committee, shall consider the appeal on the written transcript of hearings held by the faculty Committee on Due Process, but it may, in its discretion, hear such other evidence as it deems necessary. The Board of Trustees' decision shall be made within forty-five days after the Chancellor has received the faculty member's request for an appeal to the trustees. This decision shall be final except that the faculty member may, within ten days after receiving the trustees' decision, file a written petition for review with the Board of Governors if he alleges that one or more specified provisions of *The Code of The University of North Carolina* have been violated. Any such petition to the Board of Governors shall be transmitted through the President, and the Board shall, within forty-five days after it receives the petition, grant or deny the petition or take such other action as it deems advisable. If it grants the petition for review, the Board's decision shall be made within forty-five days after it has notified the faculty member that it will review the petition.

J. When a faculty member has been notified of the institution's intention to discharge him, the Chancellor may suspend him at any time and continue the suspension until a final decision concerning discharge has been reached by the procedures prescribe herein. Suspension shall be exceptional and shall be with full pay.

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[4]Retirement for reason of disability shall be in accordance with North Carolina statutes and regulations governing retirement for faculty who are members of the state retirement system. A faculty member who is not a member of the state retirement system and who is mentally or physically disabled but refuses to retire may be discharged because of that disability only in accordance with the procedures of this section.

SECTION 8. Reappointment Beyond Normal Retirement Date

A. Consistent with N. C. G. S. 135-5(a)(2), each member of the faculty shall automatically be retired on July 1 coincident with or next following his sixty-fifth birthday, without notice, except as herein provided.

B. A faculty member may be continued in employment past the retirement date specified in subsection A upon recommendation of his department or school and approval of the Chancellor and Board of Trustees. Continuation in employment may be authorized only in increments not exceeding one year. Continuation in full-time employment shall not extend beyond July 1 coincident with or next following the faculty member's seventieth birthday. Continuation in employment may not exceed half-time service, and shall not extend beyond July 1 coincident with or next following that person's seventy-second birthday. Any continuation in employment must be in accordance with the following procedure:

(1) Each proposed appointment to continue employment beyond the retirement date specified in subsection A shall be initiated by recommendation of the department head or dean concerned after consultation with the faculty member. The recommendation shall present evidence that the faculty member can continue to perform at a high level, and it shall set forth the circumstances that justify the recommendation.

(2) The department head's or dean's recommendation for continuation shall be reviewed through the administrative channels prescribed for reviewing recommendations for other fixed-term faculty appointments (Section 4B).

(3) Not later that twelve months before the retirement date specified in subsection A and not later than six months after any subsequent term of employment begins, the faculty member shall be given written notice either by his department head or dean that his continuation is not to be effected or by the Chancellor that his continuation has been approved. Failure to give notice as herein required is not a basis for continuing employment.

(4) If the department head or dean determines that the continuation of employment should not be effected, he shall so notify the faculty member in writing. A copy of the notice given to the faculty member shall be sent to the department head's or dean's immediate supervisor.

(5) The faculty member may request a review of the department head's or dean's determination by the official's immediate supervisor. This request must be written and may set forth any exceptional circumstances relating to adverse effects upon the institution that the faculty member expects will result if he is not continued. The supervisor's concurrence with the department head's or dean's decision affirms the decision. If the supervisor thinks the matter should be reviewed, he shall notify the department head or dean, who shall thereupon put the matter forward into the regular administrative review channels. Concurrence with the department head's or dean's determination at any level of administrative review is a final determination, and review thereupon terminates at that level. If there is disagreement with the department head's or dean's decision at any level of review below the Chancellor, the question of reappointment shall immediately be referred to the Chancellor for final decision.

SECTION 9. Implementation of These Regulations

A. These policies and regulations supersede all other insitutional documents governing the matters covered herein.

B. Except as otherwise provided below, all provisions of these policies and regulations shall become operative (with respect to all existing and all future facuity appointments) on the effective date, which shall be the date twenty-eight calendar days after the day on which these policies and regulations are approved by the President and the Board of Governors of The University of North Carolina:

(1) The provisions of the first sentence of Section 3E(1) shall apply only with respect to those who, on the effective date, have served at the rank of instructor for less than five years. The provisions of that sentence shall not apply to those who, on the effective date, have served at the rank of instructor for five or more years. It shall neither require nonreappointment nor insure reappointment when their then-current or subsequent one-year terms expire, but shall leave this decision to be made as under the policies and regulations that formerly applied.

(2) All provisions hereof requiring that a department head assemble and consult with at least the tenured members of the department who are senior in rank to the faculty member under consideration shall apply only with respect to personnel recommendations initiated by the department head after the effective date.

(3) The provisions of Section 5 shall apply with respect not only to those who receive notices of nonreappointment after the effective date but also to those who are given such notices during the ninety calendar days next preceding the effective date. Instructors, assistant professors, and associate professors to whom notices of nonreappointment are given during the ninety calendar days next preceding the effective date shall have twenty calendar days afer the effective date within which to initiate the review procedures provided in Section 5.

(4) The provisions of Section 8 shall apply both to all faculty members who, on the effective date, have reached normal retirement age and are in continued terms of employment, and to all faculty members who reach normal retirement age after the effective date.

SECTION 10. Amendment

Amendments to these Regulations may be initiated upon the recommendation of the Committee on Faculty Government in the same manner as prescribed in the Instrument of Government for amendments to that document. If the recommended amendments are approved by two-thirds of the Faculty Council members present and voting, they shall be sent to the Chancellor for his approval. If the Chancellor approves them, he shall send them to the Board of Trustees, which, if it approves them, shall send them to the President and the Board of Governors for final approval.

From: THE CODE OF THE UNIVERSITY OF NORTH CAROLINA
Chapter VI: Academic Freedom and Tenure

(Board of Governors, The University of North Carolina, July 1975)

SECTION 600. Freedom and Responsibility in the University Community

(1) The University of North Carolina is dedicated to the transmission and advancement of knowledge and understanding. Academic freedom is essential to the achievement of these purposes. The University therefore supports and encourages freedom of inquiry for faculty members and students, to the end that they may responsibly pursue these goals through teaching, learning, research, discussion and publication, free from internal or external restraints that would unreasonably restrict their academic endeavors.

(2) The University and each constituent institution shall protect faculty and students in their responsible exercise of the freedom to teach, to learn and otherwise to seek and speak the truth.

(3) Faculty and students of The University of North Carolina shall share in the responsibility for maintaining an environment in which academic freedom flourishes and in which the rights of each member of the academic community are respected.

SECTION 601. Academic Freedom and Responsibility of Faculty

(1) It is the policy of The University of North Carolina to support and encourage full freedom, within the law, of inquiry, discourse, teaching, research and publication of all members of the academic staffs of the constituent institutions. Members of the faculty are expected to recognize that accuracy, forthrightness and dignity befit their association with the University and their position as men and women of learning. They should not represent themselves, without authorization, as spokesmen for The University of North Carolina or any of its constituent institutions.

(2) The University and its constituent institutions shall not penalize or discipline members of their faculties because of the exercise of academic freedom in the lawful pursuit of their respective areas of scholarly and professional interest and responsiblity.

SECTION 602. Academic Tenure

(1) To promote and protect the academic freedom of its faculty, the Board of Trustees of each constituent institution shall adopt policies and regulations governing academic tenure.

(2) In all instances, the tenure conferred on a faculty member is held with reference to employment by a constituent institution, rather than to employment by The University of North Carolina.

(3) The tenure policies and regulations of each constituent institution[1] shall prescribe the procedures by which decisions concerning appointment, reappointment, promotion and the conferral of permanent tenure shall be made. The length of terms of appointment that do not carry permanent tenure and those faculty ranks or titles whose holders shall be eligible for permanent tenure shall be prescribed. The institutional policies and regulations also shall prescribe the intervals at which the review of candidates for reappointment and promotion, including the conferral of permanent tenure, shall occur.

[1] Because of the unique character and mission of the North Carolina School of the Arts, the requirement that the institution adopt tenure policies will be satisfied at that institution by an employment system based on renewable contracts, which system need not provide for the traditional faculty ranks. Wherever the phrase "tenure policies and regulations" is used in this Chapter, it shall mean, for the School of the Arts, the faculty employment policies of that School. Wherever the phrase "tenured faculty" is used in this Chapter, it shall mean, for that School, a faculty member holding a fixed-term contract.

The tenure policies and regulations of each institution, which shall include the complete text of Chapter Six of the *Code*, shall be published by the institution and distributed to its faculty members.

(4) The tenure policies and regulations of each institution shall set forth the general considerations upon which appointment, reappointment, promotion and permanent *tenure are to be recommended*. The institutional regulations shall provide that these considerations shall include an assessment of at least the following: the faculty member's demonstrated professional competence, his potential for future contribution and institutional needs and resources.

(5) The institutional policies and regulations shall specify that permanent tenure may be conferred only by action of the President and the Board of Governors, or by such other agencies or officers as may be delegated such authority by the Board of Governors.

(6) Institutional tenure policies and regulations shall distinguish among the following:

(a) the nonreappointment (or nonrenewal) of a faculty member at the expiration of a specified term of service;

(b) the discharge or suspension of a faculty member with permanent tenure or of a faculty member appointed to a specified term of service before that term expires for reasons based on incompetence, neglect of duty or misconduct of such a nature as to indicate that the individual is unfit to continue as a member of the faculty;

(c) the termination of employment for reasons of institutional financial exigency or major curtailment or elimination of a teaching, research or public-service program of a faculty member who has permanent tenure, or of a faculty member who has been appointed to a specified term of service before that term expires; and

(d) retirement for age or physical or mental disability.

(7) Institutional tenure policies and regulations shall provide that the appointment, reappointment or promotion of a faculty member to a position funded in whole or in substantial part from sources other than continuing state budget funds or permanent trust funds shall specify in writing that the continuance of the faculty member's services, whether for a specified term or for permanent tenure, shall be contingent upon the continuing availability of such funds. The institutional tenure policies and regulations may make one or more of the following exceptions to the foregoing contingency requirement:

(a) That such a contingency shall not be included in a promotion to a higher rank if, before the effective date of that promotion, the faculty member had permanent tenure and no such condition is attached to the tenure.

(b) That such a contingency shall not be attached to the contract of a faculty member if he held permanent tenure in that institution on July 1, 1975, and his contract was not contingent upon the continuing availability of sources other than continuing state budget or permanent trust funds.

(c) That such a contingency be waived for health affairs faculties because of the unusual dependence of programs in the health professions on income from sources such as clinical receipts.

If a faculty member's appointment is terminated because of the nonavailability of these funds, the institution will make every reasonable effort to give the same notice as set forth in Section 605 B(1). This notice shall include the pertinent data upon which the termination is based.

(8) The tenure policies and regulations of each insitution shall be subject to approval by the President and the Board of Governors. The President periodically shall review and re-evaluate these policies and regulations and report his findings and recommendations, if any, to the Committee on Personnel and Tenure and through the Committee to the Board of Governors.

SECTION 603. Due Process Before Discharge or the Imposition of Serious Sanctions

(1) A faculty member, who is the beneficiary of institutional guarantees of tenure, shall enjoy protection against unjust and arbitrary application of disciplinary penalities. During the period of such guarantees the faculty member may be discharged or suspended from employment or diminished in rank only for reasons of incompetence, neglect of duty or misconduct of such a nature as to indicate that the individual is unfit to continue as a member of the faculty.[2] These penalties may be imposed only in accordance with the procedures prescribed in this section. For purposes of these regulations, a faculty member serving a stated term shall be regarded as having tenure until the end of that term. These procedures shall not apply to nonreappointment (Section 604) or termination of employment (Section 605).

(2) The Chancellor or his delegate shall send the faculty member by registered mail, return receipt requested, a written statement of intention to discharge him. The statement shall include notice of the faculty member's right, upon request, to both written specification of the reasons for the intended discharge and a hearing by an elected standing faculty committee on hearings.

(3) If, within ten days[3] after he receives the notice referred to in paragraph (2) above, the faculty member makes no written request for either a specification of reasons or a hearing, he may be discharged without recourse to any institu-

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[2] Retirement for reason of disability shall be in accordance with North Carolina statutes and regulations governing retirement for faculty who are members of the state retirement system. A faculty member who is not a member of the state retirement system and who is mentally or physically disabled, but refuses to retire, may be discharged because of that disability only in accordance with the procedures of this section.

tional grievance or appellate procedure.

(4) If, within ten days after he receives the notice referred to in paragraph (2) above, the faculty member makes written request, by registered mail, return receipt requested, for a specification of reasons, the Chancellor or his delegate shall supply such specification in writing by registered mail, return receipt requested, within ten days after receiving the request. If the faculty member makes no written request for a hearing within ten days after he receives the specification, the faculty member may be discharged without recourse to any institutional grievance or appellate procedure.

(5) If the faculty member makes a timely written request for a hearing, the Chancellor or his delegate shall insure that the hearing is accorded before an elected standing committee of the institution's faculty. The hearing shall be on the written specification of reasons for the intended discharge. The hearing committee shall accord the faculty member twenty days from the time it receives his written request for a hearing to prepare his defense. The hearing committee may, upon the faculty member's written request and for good cause, extend this time by written notice to the faculty member.

(6) The hearing shall be closed to the public unless the faculty member and the hearing committee agree that it may be open. The faculty member shall have the right to counsel, to present the testimony of witnesses and other evidence, to confront and cross-examine adverse witnesses and to examine all documents and other adverse demonstrative evidence. A written transcript of all proceedings shall be kept; upon request, a copy thereof shall be furnished to the faculty member at the institution's expense.

(7) The Chancellor, or his delegate or counsel, may participate in the hearing to present evidence, cross-examine witnesses and make argument.

(8) In reaching decisions on which its written recommendations to the Chancellor shall be based, the committee shall consider only the evidence presented at the hearing and such written or oral arguments as the committee, in its discretion, may allow. The committee shall make its written recommendations to the Chancellor within ten days after its hearing concludes.

(9) If the Chancellor concurs in a recommendation of the committee that is favorable to the faculty member, his decision shall be final. If the Chancellor either declines to accept a committee recommendation that is favorable to the faculty member or concurs in a committee recommendation that is unfavorable to the faculty member, the faculty member may appeal the Chancellor's decision to the Board of Trustees. This appeal shall be transmitted through the Chancellor and be addressed to the Chairman of the Board. Notice of appeal shall be filed within ten days after the faculty member receives the Chancellor's decision. The appeal to the Board of Trustees shall be decided by the full Board of Trustees. However, the Board may delegate the duty of conducting a hearing to a standing or ad hoc committee of at least three members. The Board of Trustees, or its committee, shall consider the appeal on the written transcript of the hearings held by the faculty hearing committee, but it may, in its discretion, hear such other evidence as it deems necessary. The Board of Trustees' decision shall be made within forty-five days after the Chancellor has received the faculty member's request for an appeal to the trustees. This decision shall be final except that the faculty member may, within ten days after receiving the trustees' decision, file a written petition for review with the Board of Governors if he alleges that one or more specified provisions of the *Code of The University of North Carolina* have been violated. Any such petition to the Board of Governors shall be transmitted through the President, and the Board shall, within forty-five days, grant or deny the petition or take such other action as it deems advisable. If it grants the petition for review, the Board's decision shall be made within forty-five days after it has notified the faculty member that it will review the petition.

(10) When a faculty member has been notified of the insitution's intention to discharge him, the Chancellor may suspend him at any time and continue the suspension until a final decision concerning discharge has been reached by the procedures prescribed herein. Suspension shall be exceptional and shall be with full pay.

SECTION 604. Appointment, Nonreappointment and Requirements of Notice and Review

604A. Notice of Reappointment or Nonreappointment

(1) The decision not to reappoint a faculty member at the expiration of a fixed term of service shall be made by the appropriate institutional faculty and administrative officers early enough to permit timely notice to be given. For full-time faculty at the rank of instructor, assistant professor, associate professor or professor, the minimum requirement for timely notice shall be as follows:

(a) during the first year of service at the institution, the faculty member shall be given not less than 90 calendar days' notice before his employment contract expires;

(b) during the second year of continuous service at the institution, the faculty member shall be given not less than

[3]Wherever it is used in this Chapter, except when calendar day is specified, the word "day" shall mean any day except Saturday, Sunday or an institutional holiday. In computing any period of time, the day in which notice is received is not counted but the last day of the period being computed is to be counted.

180 calendar days' notice before his employment contract expires; and

(c) after two or more years of continuous service at the institution, the faculty member shall be given not less than twelve months' notice before his employment contract expires.

(2) Notice of reappointment or nonreappointment shall be written. If the decision is not to reappoint, then failure to give timely notice of nonreappointment will oblige the Chancellor thereafter to offer a terminal appointment of one academic year.

604B. Impermissible Reasons for Nonreappointment

In no event shall a decision not to reappoint a faculty member be based upon (a) the exercise by the faculty member of rights guaranteed by the First Amendment to the United States Constitution, or by Article I of the North Carolina Constitution, or (b) discrimination based upon the faculty member's race, sex, religion or national origin or (c) personal malice.

604C. Special Faculty Appointments

All appointments of visiting faculty,[4] adjunct faculty or other special categories of faculty such as lecturers, artists-in-residence or writers-in-residence shall be for only a specified term of service. That term shall be set forth in writing when the appointment is made, and the specification of the length of the appointment shall be deemed to constitute full and timely notice of nonreappointment when that term expires. The provisions of Sections 604A and 602(4) shall not apply in these instances.

SECTION 605. Termination of Faculty Employment

605A. Definition

The tenure policies and regulations of each institution shall provide that the employment of faculty members with permanent tenure or of faculty members appointed to a fixed term may be terminated by the institution because of (1) demonstrable, bona fide institutional financial exigency or (2) major curtailment or elimination of a teaching, research or public-service program. "Financial exigency" is defined as a significant decline in the financial resources of the institution that is brought about by a decline in institutional enrollment or by other action or events that compel a reduction in the institution' current operations budget. The determination of whether a condition of financial exigency exists or whether there shall be a major curtailment or elimination of a teaching, research or public-service program shall be made by the Chancellor, after consulting with the academic administrative officers and faculties as required by Section 605 C(1), subject to the concurrence by the President and then approval by the Board of Governors. If the financial exigency or curtailment or elimination of program is such that the institution's contractual obligation to a faculty member may not be met, the employment of the faculty member may be terminated in accordance with institutional procedures that afford the faculty member a fair hearing on that decision.

605 B. Timely Notice of Termination

(1) When a faculty member's employment is to be terminated because of major curtailment or elimination of a teaching, research or public-service program and such curtailment or elimination of program is not founded upon financial exigency, the faculty member shall be given timely notice as follows:

(a) one who has permanent tenure shall be given not less than twelve months' notice; and

(b) one who was appointed to a fixed term and does not have permanent tenure shall be given notice in accordance with the requirements specified in Section 604 A(1).

(2) When a faculty member's employment is to be terminated because of financial exigency, the institution will make every reasonable effort, consistent with the need to maintain sound educational programs and within the limits of available resources, to give the same notice as set forth in Section 605 B(1).

(3) For a period of two years after the effective date of termination of a faculty member's contract for any of the reasons specified in Section 605 A, the institution shall not replace the faculty member without first offering the position to the person whose employment was terminated. The offer shall be made by registered mail, return receipt requested, and the faculty member will be given thirty calendar days after he receives the notice to accept or reject the offer.

605 C. Institutional Procedures

The institution shall establish regulations governing termination procedures. These regulations shall include provisions incorporating the following requirements:

(1) If it appears that the institution will experience an institutional financial exigency or needs seriously to consider a major curtailment or elimination of a teaching, research or public-service program, the Chancellor or his delegate shall first seek the advice and recommendations of the academic administrative officers and faculties of the departments or

[4] Visiting faculty shall include any person who is appointed to a term of less than one academic year.

other units that might be affected.

(2) In determining which faculty member's employment is to be terminated for reasons set forth in Section 605 A, the Chancellor shall give consideration to tenure status, to years of service to the institution and to other factors deemed relevant, but the primary consideration shall be the maintenance of a sound and balanced educational program that is consistent with the functions and responsiblities of the institution.

(3) An individual faculty member whose employment is to be terminated shall be notified of this fact in writing. This notice shall include a statement of the conditions requiring termination of employment, a general description of the procedures followed in making the decision and a disclosure of pertinent financial or other data upon which the decision is based.

(4) A reconsideration procedure shall be provided that affords the faculty member whose employment is to be terminated a fair hearing on the termination if he alleges that the decision to terminate was arbitrary or capricious.

(5) The institution, when requested by the faculty member, shall give reasonable assistance in finding other employment for a faculty member whose employment has been terminated.

(6) The faculty member may appeal the reconsideration decision in the manner provided by Section 501 C(4).

SECTION 606. Reappointment of Faculty Beyond Normal Date of Retirement

(1) Consistent with G.S. 135-5(a) (2), each member of the faculty shall automatically be retired on July 1 coincident with or next following his sixty-fifth birthday, without notice, except as herein provided.

(2) A faculty member may be continued in employment past the retirement date specified in subsection (1) upon approval of the Chancellor and of the Board of Trustees. Continuation in employment may be authorized only in increments not exceeding one year. Continuation in full-time employment shall not extend beyond July 1 coincident with or next following the faculty member's seventieth birthday. Continuation in employment not exceeding half-time service shall not extend beyond July 1 coincident with or next following the faculty member's seventy-second birthday.

SECTION 607. Faculty Grievance Committee for Constituent Institutions

(1) The Chancellor of each constituent institution shall provide for the establishment of a faculty grievance committee. The faculty grievance committee shall be elected by the faculty with members elected from each professorial rank. No officer of administration shall serve on the committee. For purposes of this section, "officer of administration" shall be deemed to include department chairmen and department heads.

(2) The committee shall be authorized to hear, mediate and advise with respect to the adjustment of grievances of members of the faculty. The power of the committee shall be solely to hear representations by the persons directly involved in a grievance, to mediate voluntary adjustment by the parties and to advise adjustment by the administration when appropriate. Advice for adjustment in favor of an aggrieved faculty member may be given to the Chancellor only after the dean, department head or other administrative official most directly empowered to adjust it has been given similar advice and has not acted upon it within a reasonable time.

(3) "Grievances" within the province of the committee's power shall include matters directly related to a faculty member's employment status and institutional relationships within the constituent institution. However, no grievance that grows out of or involves matters related to a formal proceeding for the suspension, discharge or termination of a faculty member, or that is within the jurisdiction of another standing faculty committee, may be considered by the committee.

(4) If any faculty member feels that he has a grievance, he may petition the faculty grievance committee for redress. The petition shall be written and shall set forth in detail the nature of the grievance and against whom the grievance is directed. It shall contain any information that the petitioner considers pertinent to his case. The committee shall decide whether the facts merit a detailed investigation so that submission of a petition shall not result automatically in an investigation or detailed consideration of the petition.

(5) If, before this section is established, the faculty of an institution has adopted a faculty grievance procedure that in its judgment is adequate to its needs, it may retain that procedure in place of the one specified above.[5]

SECTION 608. Students' Rights and Responsibilities

(1) The University of North Carolina affirms that the first goal of each constituent institution is to educate the stu-

institution that is brought about by decline in institutional enrollment or by other action or events that compel a reduction in the institution's current operations budget. The determination of whether a condition of financial exigency

[5]This section became effective July 1, 1975.

exists or whether there shall be a major curtailment or elimination of a teaching, research or public-service program developing their intellectual capabilities, encouraging their increased wisdom and understanding and enhancing their knowledge and experience applicable to the effective discharge of civic, professional and social responsibilities. No constituent institution shall abridge either the freedom of students engaged in the responsible pursuit of knowledge or their right to fair and impartial evaluation of their academic performance.

(2) All students shall be responsible for conducting themselves in a manner that helps to enhance an environment of learning in which the rights, dignity, worth and freedom of each member of the academic community are respected.

(3) In applying regulations in the area of student discipline, each constituent institution shall adhere to the requirements of due process set forth in Section 502 D(3) of this *Code*.

SECTION 609. Appellate Jurisdiction of the Board of Governors.

609 A. Discretionary Review

Nothing contained in Chapter Six, or any other chapter of the *Code*, shall be construed to limit the right of the Board of Governors to make such inquiry and review into personnel actions as it may from time to time deem appropriate.

609 B. Hearings

The Board of Governors may in its sole discretion conduct hearings. Any hearing, whether before the full Board or a designated standing or special committee of the Board, shall be limited to such matters as the Board of Governors shall deem appropriate.

THE UNIVERSITY OF NORTH CAROLINA
AT • •
GREENSBORO

Office of the Chancellor August, 1978

MEMORANDUM

TO: Faculty Members of the University

FROM: James S. Ferguson

SUBJECT: Supplemental Statement Regarding Criteria for Promotion and Tenure Decisions

On June 16, 1977, I appointed an ad hoc faculty committee to review questions which had arisen in the interpretation of the Criteria for Appointments and Promotions and to advise me, other members of the administration, the Academic Cabinet Committee on Promotion and Tenure, the Academic Cabinet, and members of the University faculty generally on the proper application of the criteria with respect to these questions.

After careful study, including extensive consultation with faculty members and administrative officers, the Committee filed a report which was then reviewed by the Deans Council and the Academic Cabinet. The discussion in the Academic Cabinet led to proposals for amendment which have been incorporated in the final report.

I am herewith forwarding to you a copy of the final report of the ad hoc Committee to Review Criteria for Promotion and Tenure Decisions. It is designated as a Supplement to the Faculty Council Statement on Criteria for Appointment and Promotion (approved by the Faculty Council, February 15, 1972). I request that you insert it in your copy of the Faculty Handbook as a part of Section IV of the Appendix.

The ad hoc committee has proposed a major modification of the form to be used in submitting recommendations for Promotion and/or Tenure. The proposed form was also reviewed in the various discussions which occurred after the Committee submitted its final report. Modifications suggested in the discussion which occurred in the Academic Cabinet have been adopted. In the Faculty Council statement on Appointment and Promotion Criteria adopted by the Faculty Council in 1972 the Vice Chancellor for Academic Affairs has the responsibility for developing detailed procedures and associated forms (if any) to implement and supplement the broader procedures set forth. It is the intention of the Vice Chancellor for Academic Affairs beginning with the academic year 1978-79 to use the form developed by the ad hoc committee in requesting recommendations for promotion and/or tenure. In compliance with the regulations adopted by the Faculty Council in 1972, these forms are available for your inspection in the Office of the Vice Chancellor for Academic Affairs. Copies will also be available for inspection in the offices of the academic deans and department heads and chairmen.

The ad hoc committee has recommended that the Academic Cabinet Committee on Promotion and Tenure annually review the criteria for promotion and tenure and their application with the purpose of identifying questions and problems which have come to their attention during the promotion and tenure review process. I anticipate that they will bring these questions and problems to my attention and that we shall consult about the appropriate ways to resolve them within the University governance structure.

THE UNIVERSITY OF NORTH CAROLINA
AT
GREENSBORO

Office of the Chancellor August, 1977

MEMORANDUM

TO: Members of the Faculty of the University

FROM: James S. Ferguson

SUBJECT: University Policies of Research Involving Human Subjects

In August of 1977, a newly-constituted Institutional Review Board (IRB) for the Protection of Human Subjects in Research was appointed as follows:

Dr. Jack Bardon, School of Education, Chairman (to August 1980)
Dr. David Campbell, Vice President, Center for Creative Leadership (to August 1980)
Dr. Jean Eason, Director, Office for Sponsored Programs (ex officio)
Dr. Robert Eason, Department of Psychology (to August 1978)
Dr. John Kennedy, Vice Chancellor for Graduate Affairs (ex officio)
Dr. Lynne Koester, Department of Child Development and Family Relations (to August 1978)
Dr. Alexander McNeill, School of Health, Physical Education and Recreation (to August 1979)
Dr. Mariana Newton, Department of Communication and Theatre (to August 1979)

Initial policies and procedures and related documents were developed by the Institutional Review Board and recommended for implementation in May of 1978. I have approved these materials and am forwarding copies to each of you for your reference. Please insert these pages as Section XIX in the Appendix of the Faculty Handbook. All faculty members involved directly or in a supervisory capacity with research utilizing human subjects are asked to be responsible for the implementation of these guidelines.

Copies of the forms developed by the Institutional Review Board for the implementation of this program are available in the Office of Sponsored Programs and in the office of your Dean.

Due to resignations and expiration of terms, the following changes in the Institutional Review Board membership are announced:

Mr. Daylon Greene, Director of Kendall Center, replacing Dr. David Campbell (until August 1980)
Dr. Doris McKinney, School of Health, Physical Education and Recreation replacing Dr. Alexander McNeill (until August 1979)
Dr. Mary Geis, Department of Psychology, replacing Dr. Robert Eason (until August 1981)
Dr. Lynne Koester, reappointed (until August 1981)

Continuing on the Board will be Dr. Jack Bardon, Dr. Jean Eason, Dr. John Kennedy, and Dr. Mariana Newton.

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STATEMENT FOR FACULTY HANDBOOK

(Approved by the Faculty Council, February 15, 1972)

I. Criteria for Appointments and Promotions

Each person appointed to the faculty is expected to possess such personal traits as intellectual integrity, emotional balance, breadth of interests, ability to cooperate effectively with others, and a willingness to think in terms of the whole institution. In addition, those faculty members whose appointments are to carry administrative responsibliity are expected to have demonstrated that they possess administrative ability or have the potential for developing it.

Over and above these minimum personal traits just mentioned, there are the following academic and professional criteria for appointments and promotions:

A. *Good Teaching*

1. The good teacher is expected to know his subject and to put his knowledge to effective use in promoting learning. He should exhibit continual study and growth in knowledge, judgment and clarity in organizing and presenting his courses and in testing for the mastery of course content, and receptivity to new ideas, methods, and materials.

2. The good teacher's skill is reflected by his ability to arouse and maintain interest, to stimulate intellectual curiosity, to inspire thought and discussion, and to promote intellectual growth.

3. The good teacher's attitude should reflect enthusiasm for his subject and for teaching it, willingness to devote time and energy to students' individual needs, sensitivity to students' viewpoints and feelings, fairness and impartiality, and conscientious acceptance of individual and departmental responsibilities with regard to instruction.

4. The innovative contributions of a good teacher may be demonstrated by the creation of new courses within a discipline or of inter-disciplinary nature, the development of new methods or materials, and the new application of methods or materials developed for a different purpose.

5. Impossible to enumerate and difficult to assess, but perhaps of greatest importance, are those intangible qualities by which the good teacher serves as an example of dedication to learning.

B. *Professional Attainment*

1. Each member of the faculty is expected to engage in a definite, continuing program of research, studies, creative work, dramatic or musical performances, or other endeavors appropriate to his academic discipline. Factors to be weighed in considering these studies or creative works will include:

a. Publication or equivalent modes of exposure to peer criticism;

b. Quality of production;

c. Continuity as well as aggregate of productive endeavors, with particular emphasis on accomplishments since the previous promotion;

d. Range of scholarly and creative interest, as well as the focus indicated by productive endeavors;

e. Continuation of advanced studies

2. As an important accessory to teaching ability, recognition will be given to the ability to promote success among students in the application of scholarly and creative processes. Participation by students in collegiate sections of professional societies, performances by students in the fine arts areas, and awards to students of scholarships for further study are among the measures of success in this area.

3. Participation in professional societies will be evaluated in terms of the influence which the individual faculty member exerts on the standing of his profession, the effect of his contributions on the development of the individual, and the extent to which these contributions reflect on the university.

Activities to be recognized will include the presentation of papers, artistic performance, or other substantial contributions to the profession, including such matters as election or appointment to offices or significant project leadership at the state, regional or national level.

C. *Leadership and Service*

1. Effective leadership and service should involve activities at the levels of the department or school, this campus, and the consolidated university. Committee membership and the role of the individual in the tasks and accomplish-

ments of the committee are among the appropriate measures of leadership and service.

2. Where they are directly related to the duties of the faculty member, contributions to community, state, national, and international affairs must be considered. Where the involvement is not a direct part of the duties, but is extensive enough to reflect on the university, it should be considered.

3. Where administrative duties are a part of the regular duties, such as Head of a Department, there is a clear call for evaluation of leadership and service. Where such duties were a temporary assignment, such as Acting Head of a Department, there should be a proportionate weight given to the evaluation of leadership and service, since time ordinarily available for other teaching and research activities will have been devoted instead to this form of service.

4. The length of service and period of time in rank are not rigidly stated criteria.

II. Applications of the Criteria for Promotion

The criteria describe three major areas of achievement-teaching, research, and service. The University is an institution which serves society by preserving, increasing and disseminating knowledge. Teaching implies the activity of the faculty to help the students increase their knowledge. Research, whether or not it results in publication, is an essential part of the faculty's activity to increase knowledge. Service is required to keep the whole community of scholars functioning smoothly internally, and to insure that the acquired knowledge benefits the external community, which is called upon to support the University.

Excellence in teaching, research and service is a mark of a distinguished University. The primary function of the University is its teaching. Research and service, while extremely important to the life of the University, do not possess the central importance of teaching. Since the University employs its faculty on the premise that it will teach, it is essential that the highest calibre of teaching be encouraged and insured.

The faculty member eligible for promotion should be able to show his accomplishments as a teacher and to indicate his efforts in the improvement of his teaching. Research and service are significant adjuncts to a faculty member's record and are to be rewarded when they are found in conjunction with conscientious teaching. Relative lack of distinction in these, however, should not jeopardize a faculty member's promotion when his teaching is genuinely distinguished.

This formula is meant to apply to the general faculty, and it is obvious that other criteria must be used to evaluate the records of those faculty members not directly involved in classroom teaching.

Procedures. The Vice Chancellor for Academic Affairs has the responsibility for developing detailed procedures and associated forms (if any) to implement and supplement the broader procedures mentioned here. The detailed instructions and blank forms should be available for inspection by any faculty member.

Deans of the professional schools and department heads of the College of Arts and Sciences initiate consideration of faculty members for promotion, with the senior faculty members (usually the full professors) of their schools or departments. Their recommendations are forwarded by the department heads to the Dean of the College of Arts and Sciences. All deans forward the recommendations to the Office of the Vice Chancellor for Academic Affairs. There the review by the senior faculty (full professors) elected to the Adademic Policies Committee is coordinated. Their recommendations, those of the Vice Chancellor for Graduate Studies in appropriate cases, and those of the Vice Chancellor for Academic Affairs are communicated to the Chancellor. The final decision on each promotion is made by the Chancellor, subject to the approval of the President and the Board of Trustees.

Each school and college shall assure an annual review for each member of its faculty, and the report of the review shall be forwarded to the Vice Chancellor for Academic Affairs.

Every faculty member has the right to propose his own name or that of a colleague, for promotion. Such proposals go to the appropriate dean or department head, or to the Vice Chancellor for Academic Affairs.

Every faculty member should be told by his Dean or Department Head when he is being recommended by his school or department for promotion, and should be given an explanation of where he failed to meet the criteria if he is not promoted.

Supplementary procedures, not in conflict with those listed here, may be instituted within individual departments, schools, or colleges.

Applications to Specific Ranks. The following statement outlines broadly what is expected for promotion to each of the four academic ranks. It is not meant to prohibit the promotion in special cases of those whose exclusive contribution to the University has been genuinely distinguished teaching. Such exceptions are justified by the general statement of policy on applications of the criteria for promotion (see Appendix of this Handbook). That policy emphasizes the extreme importance of research and service but posits teaching as the University's central responsibility.

It should be evident that only an extremely rare individual will possess *all* the attributes listed below in the various ranks.

The Instructor should qualify in knowledge of subject matter and, of course, the personal traits cited in the first paragraph concerning criteria. The Instructor is appointed annually, and normally he will be reappointed after three years only if substantial progress is being made toward advancement to the rank of Assistant Professor.

The Assistant Professor in most fields will be expected to have earned a doctoral level degree. Those fields in which

this degree is not appropriate will have equivalent requirements in experience, performance, or study. Very rarely exceptions will be made in fields where the doctorate is usual, for individuals having unusual accomplishments in one or more of the three major areas described by the criteria.

The Associate Professor should be able to show evidence of achievements indicated in the areas, as follows: in teaching, he should have clearly indicated that he possesses many of the qualities cited and gives promise of fuller development of others. In research, he should have earned recognition not only from his peers on this campus, but at least those at the state and regional level. In service, he should have made substantial contributions to the campus level, or local community level.

The Professor should be able to show: in teaching, accomplishments in a decided majority of the qualities cited. In research, his recognition should have passed beyond the state and regional level. In service, he should have made substantial contributions to relations of the campus with other agencies, or at the state or national level. In addition, he should possess those personal traits which would made him worthy to accept such vital assignments as service on the Sub-committee (of the Academic Policies Committee) on Promotions. Since this is the highest rank, he should not be the type of person who will, when he has attained this rank, cease to serve the University to the utmost of his ability.

Supplement to Section IV of the appendix of the Faculty Handbook, Faculty Council Statement on Criteria for Appointments and Promotion developed by the ad hoc Committee to Review Criteria for Promotion and Tenure Decisions

ADVISORY GUIDELINES REGARDING PROMOTION AND TENURE DECISIONS

Interpretations of the 1972 Criteria

How should we evaluate a faculty member's service? What processes should be used in ascertaining service to (a) the University, (b) professional organizations, and (c) the community? What kinds of evidence - qualitative and quantitative should be presented with respect to rendering service? What consideration should be made in the absence of service?

Guideline I

The faculty member should write a statement indicating the nature of the service(s) rendered and its significance with respect to his role as a University faculty member. This should be prepared in a concise manner for the departmental level review. The statement needs to define the service and clearly explain its value. The explanation should be applied to all types of services: within the University, to professional organizations, and in the community.

Only the essence of the description should be forwarded to the next level of review. Such an epitome should be prepared by the department head or other individual responsible for the recommendation.

In summary, when service, in the context of the discipline, is outstanding it should be rewarded. However, when the service record is minimal, it should not penalize the individual for promotion or tenure provided there is a clear evidence of excellence in other faculty functions. To preserve the integrity of the academic ranks, the performance of administrative duties and the conduct of routine responsibilities should not be judged as service qualifying one for promotion. Appropriate forms of recognition and reward that do not involve promotion and tenure should be devised.

What is the relevance of number of years in employment of the University to promotion and/or tenure?

Guideline 2

All recommendations and review for promotion and tenure should be based on merit in teaching, producing research and giving service without regard for length of time in rank.

What is the definition of the terminal degree in (field of study)? How important is the terminal degree as a factor in consideration of promotion? What kind of support should be set forth when a terminal degree is absent?

Guideline 3

The highest degree granted in the field of study shall be considered to be the terminal degree. In most cases, this is the doctorate. However, because of the recent development of the doctorate in some fields and the artistic nature of others, exceptions may be recognized. For example, in 1977 the following were identified by Deans and selected Department Heads as exceptions:

Arts and Sciences	Creative/performing arts---M.F.A. Social Welfare - M.S.W. Communication and Theatre: Communication arts--distinguished performance and production activities
Health, Physical Education and Recreation	Dance--sustained affiliation as a performer or choreographer in a recognized company
Home Economics	Interior Design, Clothing-textiles-master's with specialization in architecture, interior design, fine arts
Library	Master's degree in Library Science
Music	Applied music teacher, composer, conductor--advanced study and professional performing or distinguished commissions and performances
Nursing	Master's degree in Nursing or in a related field and a special combination of experience and practice

The appropriateness of these exceptions should be reviewed annually by the Academic Cabinet Promotion and Tenure Committee.

With respect to promotion, the terminal degree is considered to be necessary although not in itself sufficient. It is only in rare instances that outstanding performance, recognition, or equivalent study merit consideration as possible substitutions for the terminal degree. In such cases, a heavy burden of proof lies on the department making the recommendation.

What are the differences, if any, in evaluating promotion from instructor to assistant professor, assistant professor to associate professor, and associate professor to professor? What is the significance of length of time in rank?

Guideline 4

The general criteria for appointments and promotions as designated in the Statement for Faculty Handbook apply. (Approved by the Faculty Council, February 15, 1972). These include good teaching, professional attainment, and leadership and service. With regard to application to specific ranks, the statement indicates: For appointment as Instructor, the applicant or candidate should qualify in knowledge of subject matter and, of course, possess the personal traits cited in the first paragraph concerning criteria. The Instructor is appointed annually, and normally he will be reappointed after three years only if substantial progress is being made toward advancement to the rank of Assistant Professor.

The candidate for promotion to Assistant Professor in most fields will be expected to have earned a doctoral level degree. Those fields in which this degree is not appropriate will have equivalent requirements in experience, performance, or study. Very rarely exceptions will be made in fields where the doctorate is usual, for individuals having unusual accomplishments in one or more of the three major areas described by the criteria.

The candidate for promotion to Associate Professor should be able to show evidence of achievements indicated in the areas, as follows: In teaching, he should have clearly indicated that he possesses many of the qualities cited and gives promise of fuller development of others. In research, he should have earned recognition not only from his peers on this campus, but at least those at the state and regional level. In service, he should have made substantial contributions at the campus level, or local community level.

The Professor should be able to show: in teaching, accomplishments in a decided majority of the qualities cited. In research, his recognition should have passed beyond the state and regional level. In service, he should have made substantial contributions to relations of the campus with other agencies, or at the state or national level. In addition, he should possess those personal traits which would make him worthy to accept such vital assignments as service on the Committee on Promotion and Tenure of the Academic Cabinet. Since this is the highest rank, he should not be the type of person who will, when he has attained the rank, cease to serve the University to the utmost of his ability.

Some additional considerations warrant identification. In most fields of study in the University, the attainment of the terminal degree may be sufficient grounds to promote an Instructor to the rank of Assistant Professor if it does not carry tenure. When promotion from either Instructor to Assistant Professor or from Assistant to Associate involves permanent tenure, it takes on added importance. Traditionally, at these levels, service is given less weight than effective teaching and research productivity. Promotion from Associate to full Professor should place greater importance on research and scholarly activities and the scope of the individual's contributions. It can be expected that an individual's attainments in his specialized field of study have been recognized in a national forum.

What significance should be given to changes in professional career directions - such as advanced study, more intensive research activity, etc. - when it is evident that the process is not completed? Should the faculty member normally be made to wait until the process is completed?

Guideline 5

In the event of professional career changes, the faculty member should meet all criteria for promotion and tenure regardless of the status of his progress. It is appropriate to delay the recommendation until the career change is completed.

How are publications and research to be judged accurately and fairly? What weight should be given to writing in print as compared to materials in press?

Guideline 6

Publications and research can be judged most fairly and accurately at the departmental level. A summary statement identifying excellent articles that are selected for publication should accompany the faculty member's personnel record. The statement shall identify the outstanding characteristics of the work as well as address the quality and reputation of the journals in which these works appear. For example, refereed journals should be identified. To the extent possible an evaluative statement of the significance of the faculty member's research to the field of study and to the University should be summarized by a knowledgeable peer and should accompany the recommendation through review. If the research reflects new directions and the extension of one's competencies, it should be noted.

Publications "in press" must be presented with full information about practices in the field. In some disciplines, journal editors send letters indicating that the work is accepted for publication, and the probable issue in which the work will appear. This is equivalent to being in print. In some fields, publications or major scholarly work is limited--frequently to private publication. The department head must describe such situations, and indicate to what extent "in press" works have received critical evaluation, as well as when they are likely to be in print.

Should the University apply more vigorous standards than those which now seem to prevail in awarding tenure without promotion?

Guideline 7

Only in exceptional circumstances would tenure be granted to someone who is not expected to qualify, in time, for promotion through the ranks to full Professor. It may be that the Schools/Departments would want to recognize individuals holding positions like laboratory instructor or teacher of skills (music, dance, elementary languages) by awarding tenure. Such a tenure appointment should be made only with the clear understanding of the prospects by the appointee.

Tenure then, should be awarded only to those possessing the terminal degree. This does not imply that the mere possession of the terminal degree qualifies a faculty member for tenure.

August, 1977

As a community of scholars the University emphasizes the mutual responsibility of all its members whether acting jointly or serverally, to seek knowledge in good faith. Because knowledge in either its pure or applied forms is the primary goal of this community, the University has learned through its experience, and that of universities generally, to safeguard the conditions under which knowledge is gained, measured, verified, and evaluated. Those safeguarding conditions, known locally as the Academic Honor Code, represent a vital component of the University's commitment to the pursuit of valid knowledge. Acting for the community, the University has formulated the Code for the guidance of all members. This formulation specifies the responsibilities of individuals and groups, defines and explains breaches of the Code, and indicates the various ways by which the University encourages the maintenance of that high standard of academic integrity expected of all members of the community.

A. *Student and Faculty Responsibilities*

Students are responsible for becoming familiar with the Honor Code in all its aspects. Besides meeting the requirements of class attendance, submitting assigned work on time, and generally accepting in good faith the expectations of courses in which they are enrolled, students are required to indicate their knowledge and acceptance of the Honor Code by signing the honor pledge for all major work submitted. While not required to do so, students should recognize their moral responsibility to uphold the Honor Code by reporting apparent violations to the appropriate persons.

Likewise, faculty members are responsible for knowing the Academic Honor Code and for supporting its aims and procedures. Early in their courses, they shall state clearly course requirements and expectations including examination procedures, grading rationale and the meaning of the Honor Code in relation to each particular course. Most importantly, faculty members must recognize their responsibility to exemplify the values of academic integrity in their own conduct and to convey by example as well as precept their expectation that the Code shall be followed in all University activities in which they have a part.

B. *Recognition of the Honor Code*

Means by which compliance with the Honor Code shall be encouraged include the following:

1. Section I of the Honor Code shall be published in the University *Catalog*, the Graduate School *Bulletin*, and such incidental publications as may be appropriate to ensure a wide and general knowledge of the Code. *Sections I and II of the Code* shall be published in the *Student Handbook*, and the *Faculty Handbook*.

2. Information noting that an Honor Code is in effect at the University should be included in materials sent to undergraduate and graduate applicants. The information will refer to sections of the current Catalog, Graduate Bulletin, and Student and Faculty Handbooks where the Code and its procedures are fully described.

3. The Honor Code shall be explained at all appropriate orientations for both students and faculty members.

4. Students and faculty members are encouraged to discuss the Honor Code at appropriate times in courses and conferences and other occasions as lend themselves to such discussion. Articles and editorials on the Honor Code should be encouraged in the student newspaper.

5. Each student is expected to sign the honor pledge given below on all major work submitted to an instructor. Exceptions to this provision may be specified by appropriate persons or offices, as, for example, on theses and dissertations. In signing the pledge, the student indicates his/her acknowledgement that the Honor Code governs his/her academic activities at the University. Failure to sign statement below will in no way constitute a violation of the Academic Honor Code.

I understand and accept the Academic Honor Code.

_____

Signature

C. *Violations*

The following acts are considered violations of the Honor Code and are regarded as typical, but not exclusive, examples of the kinds of acts which constitute breaches of the Code:

1. Cheating on an examination, test, quiz, laboratory work report, theme, or any other work submitted by a student to fulfill course requirements. Cheating includes unauthorized copying from the work of another student, using notes or other materials not authorized during an examination, giving or receiving information or assistance on work when it is expected that a student will do his/her own work, or engaging in any similar act that violates the concept of academic integrity.

2. Plagiarism on any paper, report, or other work submitted to fulfill course requirements. Plagiarism is defined as presenting as one's own that work which is in whole or in part the work of another person or persons without giving proper credit to the appropriate source. This includes submitting work done by another, whether a commercial or non-commercial enterprise, as one's own work.

3. Falsifying data, research, or reports so that either the process or the product is shown to be different from what actually occurred. This violation includes falsely reporting having met responsibilities of attendance or participation in practicum, internship, or other types of field work experiences.

4. Submitting work to meet the requirements of one course when it was done, in whole or in part, to meet the requirements of another course. Exceptions to this provision must be given prior approval by the instructor to whom the work is to be submitted.

5. Utilizing library or other multi-media materials in such ways that they are damaged or made inaccessible by unauthorized means to other users.

D. *Administration of the Honor Code*

Responsibility for administering the Honor Code will be shared as follows:

1. An *Executive Committee on Academic Integrity* composed of one faculty member, one graduate and one undergraduate student. The faculty member will be appointed by the Chancellor with the advice of the Vice Chancellor for Academic Affairs, the graduate student member will be appointed by the Chancellor with the advice of the Vice Chancellor for Graduate Studies, and the undergraduate member will be the Attorney General of Student Government. The graduate student will be appointed for a one-year term with the possibility of reappointment. The faculty member will normally be appointed for a two-year term.

The duties of the Committee will be three-fold: (1) to rotate responsibilities for presiding (without vote) at hearings involving cases of alleged violations of academic integrity; (2) to receive all records of negotiations and assessments of penalties for infractions resolved between faculty member and student and review these for consistency and fairness of assigned penalties; and (3) to make decisions as to whether expulsion or suspension for a set period is to be the penalty for those guilty of second offenses. The Committee may occasionally delegate responsibility for presiding at hearings by appointing a chairman from among the Panel (see below). In connection with the second responsibility, the Committee's function would be to informally advise an instructor if there appeared to be a large discrepancy between an assigned penalty and the general guidelines for the type of offense involved.

2. A *Panel of Faculty and Students* from which members will be drawn to act as a hearing committee for those cases where hearings are requested. Each year the Panel will consist of 15 faculty members, 12 undergraduate and six graduate students. All members will be appointed by the Chancellor, who may wish to consult the appropriate offices and groups as suggested above for appointments to the Executive Committee. Faculty members would normally serve three year terms. After the first year of operation, one-third of the faculty members shall be newly appointed each year. Student members would ordinarily serve two year terms. After the first year of operation, one-half of the student members shall be newly appointed.

3. An *Administrative Coordinator for Academic Integrity* from the Office of the Vice Chancellor for Student Affairs. Duties of this position will include the following:

(1) The Coordinator will receive forms (see Section F.4) recording the agreement as to an academic offense and the penalty assigned for those offenses handled by faculty member and student. He/she will transmit these to the Executive Committee for review and retain the forms in file after completion of review.

(2) All requests for hearings on cases of alleged academic offenses will be initially directed to the Coordinator. The latter will then be responsible for drawing the hearing committee from the Panel, for directing the accused to the SG judicial staff if the former desires counsel, for convening the hearing, and for notifying the faculty and student involved of the place, time and date of the hearing and the nature of the charge as described in Section E.2. (1) below. Judgments resulting from the hearing will be reported to the Coordinator who will inform, in writing, the faculty member and student and appropriate administrative offices (where the latter notification would be required by the nature of the penalties assigned).

(3) The Coordinator shall maintain the file of records of academic offenses by students whether reached by faculty-student agreement or by hearing committee judgment. The file shall be permanently maintained among the records of this institution. This file shall not be accessible except in the case of conviction or admission of an offense involving academic integrity for the purpose of checking for possible second offenses.

E. *Procedures for Handling Alleged Violations*

1. *Faculty-Student Proceedings*

(1) In the event of a suspected violation of academic integrity, the instructor may propose a conference with the student. At that time, the instructor will provide the student with a statement of the options available to the student for obtaining advice or counsel before entering into conference. If a conference is held, the instructor will inform the student of the suspected violation and the reason(s) for believing such has occurred. After the conference, if the instructor still believes there has been an offense, he/she will indicate to the student his/her assessment of the appropriate penalty.

(2) An initial faculty-student conference as discussed in E.1(1) above is recommended in all cases of suspected violation. However, if either the faculty member or the student prefers not to enter into such a conference, the faculty member must submit a request for a hearing on the offense directly to the Coordinator. In such case the instructor must at the same time notify the student that he is requesting a hearing.

(3) While the student should feel under no obligation or pressure to admit guilt when there is none, or to accede to an unreasonable penalty assessment, he/she may admit to the offense and accept the penalty assigned. In this case, the faculty member and student will sign a form stating the nature of the offense, the admission of same by the student, and the penalty assigned. Before the form is signed the instructor should make certain the student understands (as the form will state) that if this is the second proven or admitted offense, the student is subject to either suspension or expulsion. The form will then be transmitted to the Coordinator for review and file as described in Section D.3(1).

(4) If the student admits to the offense and accepts the penalty and this is the first offense of record for the student no futher action other than the indicated penalty will be taken. If the student admits to the offense and accepts the penalty and this is his/her second offense, and unknowledgeable plagiarism is not included as one of the offenses, suspension or expulsion will be mandatory. Decision as to which is appropriate will be made by the Executive Committee who will report to the Coordinator indicating the appropriate period of suspension, if the latter is recommended. The Coordinator will then report the decision in writing to the student and to the appropriate office for action. The notice to the student will indicate the procedure for appeal. If the student wishes to appear he/she must submit a request for same to the Chancellor within one week after receiving notification of the decision.

(5) If the student does not admit to the offense or agree with the penalty assessed, or prefers not to enter into conference, a hearing will be held. Request for the hearing will be made by the faculty member to the Coordinator on forms provided for this purpose. The Coordinator will proceed to draw the committee and convene the hearing as described in Section E.2(1) below.

(6) If a student suspects another student of an academic violation, it is recommended that the former inform the instructor of the alleged circumstance. In such case it is recommended that the instructor seek to arrange conference with the accused student as provided in Section E.1.(1) above. If after such conference, the instructor is not convinced of the accused's guilt or the need to bring charges to a hearing committee, he/she will inform the accusor. If the latter still believes the accusation should be investigated he/she may submit a request for a hearing directly to the Coordinator on the form provided.

2. *Hearing Committee Procedures*

(1) Upon request to the Coordinator for a hearing on an alleged violation, the latter will draw from the faculty-student Panel a hearing committee composed of three faculty members (none of whom may be instructors of the accused during the current term) and three undergraduate students for hearings involving undergraduate students, or a hearing committee composed of three faculty members (none of whom may be instructors of the accused during the current term) and three graduate students for hearings involving a graduate student. The Coordinator will consult with the Executive Committee and arrange to convene the hearing within at least three weeks (including Summer Sessions and periods when school is not in session) of the date of receipt of the request for a hearing. He/she will be responsible for notifying, in writing, the faculty and student involved of the exact nature of the charge. Such notice shall be given not later than one week prior to the hearing, although this time provision may be waived by the accused.

In the case of a student nearing graduation, every reasonable attempt will be made to arrange a hearing before the end of the semester, provided that the accused agrees to waive the one week period for notification as indicated above.

(2) A member of the Executive Committee will ordinarily preside at the hearing, but will not vote on the charge. The faculty member or the graduate student member will preside at hearings involving graduate students; the faculty member or the undergraduate student member will preside at hearings involving undergraduate students. The Executive Committee may delegate responsibility for presiding to an experienced member of the faculty-student Panel.

(3) Hearings will be tape recorded and the transcripts of the recordings will become the official record of hearings. The latter will be retained in file by the Coordinator.

(4) The instructor shall present the accusation in person together with such documents, witnesses and supporting evidence as appropriate to support the charge. The requirement that the instructor appear in person may be waived by the accused.

(5) The hearing committee shall hear the plea, rebuttal, and explanations of the accused and shall advance such questions as are appropriate to establish the facts of the case. It is understood that the spirit of the hearings should be in the nature of an inquiry to ascertain the facts of the situation rather than as an adversary proceeding. The accused

may have the advice of counsel provided by the SG judicial staff or any other person if so desired.

(6) The committee shall make its judgment of the accusation on the basis of the facts presented and developed at the hearing. A verdict of guilty must be reached by at least a two-thirds vote of the hearing committee, with no abstentions permitted. The judgment of the committee, together with the assessment of penalty in cases where the accused is found guilty, shall be transmitted to the presiding officer and to the Coordinator. A recommendation of expulsion as the penalty must be reached by unanimous vote of the hearing committee. The Coordinator will immediately inform the accused, in writing, of the hearing committee's decision, and the procedure for appeal (if a judgment of guilty has been found).

(7) Appeals from decisions of the hearing committee must be submitted to the Chancellor within one week of receipt of notification of the decision of the hearing. Such appeals would ordinarily not involve the convening of a new committee to hear the case, but would be concerned with a review of procedures followed in the hearing to determine whether errors were made in the admission or omission of evidence, or in the rights accorded to the accused.

(8) It is expected that the Honor Corde will be followed in summer sessions as well as in regular academic terms. However, cases occurring during summer terms for which a hearing is requested present special problems due to the shortness of time and the limited availability of hearing committee members. It is recommended that such hearings be conducted, when necessary, through ad hoc committees appointed by the Chancellor. Regularly enrolled UNC-G students attending the Summer Session may elect to have their cases heard by such a committee or postpone the hearing until the beginning of the regular session when the normal hearing process would be available. Such carryovers of hearings may also be utilized for students, other than seniors nearing graduation, who request hearings at periods when there is not sufficient time remaining in the regular academic year to arrange for the hearing process.

F. *General Guidelines*

1. *Procedures During Examinations*

(1) The instructor should do whatever possible to arrange room conditions for examinations so as to reduce temptations to violate academic integrity. Such conditions would include arranging for as widely spaced seating as possible, preferably using alternate rows, and the possible use of "scrambled" versions of multiple-choice type tests.

(2) The instructor should be readily accessible during examination time to respond to questions of interpretation and the like which students may have. It is recommended that the instructor appear briefly in the examination room at least several times during the examination so as to be visibly available for responding to such questions.

(3) Large classes impose special problems in administration of examinations. If sufficient space is not available to allow for proper examination conditions, it may be desirable to administer the examination during the evening hours when sufficient rooms for spreading out the class are available.

(4) The instructor may elect to remain in the classroom during the administration of an examination.

2. *Guidelines for Plagiarism*

(1) Early in the course the instructor should make special efforts to clearly define to the class what constitutes plagiarism. Examples of acceptable and unacceptable style for acknowledging source material should be presented. In cases where several papers will be prepared, the first paper should be scrutinized carefully to detect and clarify unknowledgeable misuse of source material. It would be desirable to be more lenient in assessing charges of plagiarism for first papers but high standards should be enforced for all subsequent efforts.

3. *Guidelines for Penalties*

To aid in the assessment of appropriate penalties for various offenses, particularly in cases where the faculty and student negotiate an agreement concerning the offense, the following range of lightest to heaviest penalty to impose is suggested. All first offense penalties for which suspension or expulsion is recommended may be reached only as the result of the hearing committee process. The recommended penalties would apply only to first offenses. The second proven or admitted offense (excepting unknowledgeable plagiarism) requires either suspension or expulsion as recommended by the Executive Committee (see D.1).

Offenses

(1) *Cheating*

(a) "Spontaneous" cheating, such as copying from another student's paper.
Suggested Penalty Range: from F on test to F in course.

(b) "Non-spontaneous" cheating. This includes the following as typical, but not exclusive examples: (1) conspiracy to copy from another student's paper during an examination, (2) obtaining unauthorized (not previously distributed to any class) copies of examinations to be administered prior to the time of the examination, and (3) employing "crib" notes during an examination.
Suggested Penalty Range: from F in course to suspension.

(2) *Plagiarism*

(a) Unknowledgeable misuse of source material.
Suggested Penalty Range: require the student to correct or re-do the paper.

(b) Intentional failure to cite references.
Suggested Penalty Range: from requiring the student to re-do the paper to F on the paper.

(c) Submitting as one's own work done by or copied from another. This includes work done by a fellow student, work done by a previous student, or work done by a "ghost" writer.
Suggested Penalty Range: from F in the course to suspension.

(3) *Falsifying Data*

(a) Falsely reporting data obtained from laboratory or field work experiences, including falsely reporting having met responsibilities of attendance in such experiences.
Suggested Penalty Range: for undergraduates the range might be from requiring the experience to be redone to an F on the project. For graduate students the offense would be regarded as considerably more serious and penalties might range from F on the course (if done in connection with a particular course) to expulsion.

(4) *Duplicating Work Assigned*

(a) Submitting work to meet the requirements of one course when it was done to meet the requirements of another.
Suggested Penalty Range: from F on the project to F in the course.

(5) *Misbandling of Library Materials*

(a) Destruction, theft and/or sequestering of library or other multi-media materials.
Suggested Penalty Range: from loss of library privileges for a set period of time plus repaying costs of replacement, to suspension.

4. *Forms Recording Faculty-Student Agreement on an Infraction*

If as described in E.1 (1-3) the instructor and the student reach agreement that an offense has occurred and on the nature of the appropriate penalty, a form of the type indicated below must be completed and signed by both the instructor and student and forwarded to the Coordinator for Academic Integrity who will proceed as described in D.3 (1).

Academic Integrity Violation

I acknowledge that I have committed the following breach of the Academic Honor Code:

I accept the following as an appropriate penalty for this offense and understand that if this is my second proven or admitted offense I am subject to either suspension or expulsion from the University.

_____ _____

Student's Signature Date

This violation occured in my course _____

during the _____ semester, _____

_____ _____

Instructor's Signature Date

5. *Forms Requesting a Hearing*

If as described in E.1 (2), (5), (6), an instructor or student wishes to request a hearing to determine the question of an alleged offense, forms of the type indicated below should be submitted to the Administrative Coordinator for Academic Integrity. The Coordinator will then proceed as described in D.3 (2).

Request for Hearing on Alleged Academic Offense

I believe that _____ was guilty of the following breach of the
Student's Name
Academic Honor Code:

The alleged offense occured in the course _____
on _____ I request that a hearing committee be drawn to judge the merits of the charge.

_____ _____

Signature Date

Student Information Sheet for Student-Faculty Conference

This is to provide the student with a summary of his/her rights and options when, as is this case, a faculty member has requested a conference with the student for the purposes of discussing a possible violation of academic integrity.

1. The student has the right to postpone the conference for at most two academic days if he/she desires.
2. The student should realize from the beginning that he/she is under no compulsion and should feel no pressure, either overt or implied, to admit guilt. Likewise the student should be aware that he/she need not agree to a conference or to a suggested penalty if a conference is held. In the latter cases, the matter would go through the hearing committee process.
3. Before the conference, the student should familiarize himself/herself with the entire academic honor code procedure and thus be informed about the possible consequences of his/her action.
4. To facilitate the student's understanding of the entire academic honor code procedure, he/she is encouraged to consult the SGA judicial staff and/or the Coordinator for Academic Integrity.

THE CURRICULUM COMMITTEE: REGULATIONS AND PROCEDURES

(Amended March 2, 1977)

Functions

The Curriculum Committee shall be the agency of the University devoted to the study of the undergraduate curriculum. As an agency of the Faculty Council, it is expected to study and settle many matters of minor importance, reserving the right to present its decisions and reasoning to the larger body at appropriate times when such action is not mandatory. Its basic functions include the following:

1. To review and approve all proposals for new courses, existing courses in which substantial changes have been made, new majors, programs and degrees which have been approved by the College Council or the curriculum committees of the various Schools.
2. To approve requests for area credit designation for both new and existing courses.
3. To review and approve student proposals under Plan II (Specially Designed Programs of Study).
4. To oversee the adherence to the all-University requirements by the College and the various Schools.
5. To initiate all-University curricular revisions whenever deemed necessary or desirable.
6. To consider any other matters of a curriculum nature referred to it by an agency of the University.

Reservations

1. The Office of the Vice Chancellor for Academic Affairs shall have the responsibility for reviewing and approving changes in undergraduate courses when these changes involve such matters as course titles, course level, and editorial changes in course description submitted for clarification. Any changes seemingly coming within the areas named above but in reality effecting changes so fundamental that the course becomes a new course will be forwarded by the Office of the Vice Chancellor for Academic Affairs for the review of the Curriculum Committee. It will be the responsibility of the Office of the Vice Chancellor for Academic Affairs to report periodically to the Committee those course changes which the Office has approved.
2. In general, the tasks and responsibilities connected with curriculum changes and not expressly covered are reserved to the Departments, College, and Schools or to other specified agencies. In this list are:
   a. Changes in the content or teaching method of established courses growing out of the desire of the Faculty to experiment or of the natural development of the discipline in question.
   b. The arrangement of courses in the major sequence.
3. Before they are reviewed by the Committee, all proposals involving teacher education shall have been approved by the Cabinet for Teacher Education.
4. All courses on the 500-level shall have received the approval of the Graduate Administrative Board before they are reviewed by the Committee.

Right of Appeal

1. The Curriculum Committee shall grant the privilege of appeal from its decisions:
   a. When a proposal for a new course has been rejected for reasons other than its apparent duplication of content with courses already authorized.
   b. When a proposal for a change in degree requirements has been rejected. OR
   c. When a proposal for a new degree has been rejected; provided that in the case of any one of the above instances the rejected proposal has received affirmative votes by as many as three members of the Curriculum Committee.
2. The procedure in the case of appeal shall be as follows:
   a. At a meeting of the Curriculum Committee subsequent to the one at which decision 1, a, b, or c, above has been reached, the sponsor or sponsors of the proposal in question shall appear before the Curriculum Committee and request the granting of an appeal. If from the discussion it appears that the issue cannot be settled by further negotiation, and if the provision that the rejected proposal must receive at least three affirmative votes has been satisfied,

the chairman of the Curriculum Committee must grant the request for an appeal to the Academic Cabinet.

b. The sponsor or sponsors of the proposal that has been rejected shall represent the affirmative before the Academic Cabinet and support motions for the adoption of the proposal. The chairman of the Curriculum Committee, or members designated by him, shall state the reasons for the original action of the Committee and represent the negative side of the issue.

c. The Chairman of the Curriculum Committee and the sponsor of the proposal coming up on appeal shall act together in presenting to Academic Cabinet members such written information in regard to the proposals as may be appropriate. Action on the appeal must be held over to an Academic Cabinet meeting subsequent to the one when information regarding the proposal has been distributed.

Composition

The Curriculum Committee shall consist of eighteen members. Nine of these shall be elected at large by the Faculty Council. Seven shall represent the professional schools and the College of Arts and Sciences, one representative being elected by the faculties of each of the following: the College of Arts and Sciences, the School of Business and Economics, the School of Education, the School of Health, Physical Education and Recreation, the School of Home Economics, the School of Music, the School of Nursing. Both the Office of the Vice Chancellor for Academic Affairs and the Office of the Registrar shall each be represented by one *ex officio* member without vote.

Election and Term of Office

1. The nine members-at-large shall be elected for staggered three-year terms in accordance with Article X of the Instrument of Government.
2. The seven members representing the College of Arts and Sciences and the professional schools shall be elected by the faculties of the College or schools for one-year terms in accordance with Article X of the Instrument of Government.

Offices of the Committee

1. The Curriculum Committee shall elect annually its own chairman and secretary at the last regularly scheduled meeting during the Spring Semester.
2. The Chairman shall notify the members of the Committee of the time and place of meetings, distribute the material which will be pertinent to the deliberations of the Committee, and preside during regular and special meetings.
3. In cooperation with the secretary, the chairman shall prepare a report on the Committee's actions on new courses and changes in existing courses to be included in the agenda of the Faculty Council. The chairman shall be present at the meetings of the Faculty Council to answer questions about the actions of the Committee.
4. The chairman may appoint subcommittees to review and evaluate any matters pertinent to the work of the Committee as a whole: for example, to study new degree proposals, new course proposals, student proposals for study under Plan II (Specially Designed Programs of Study), or to examine the overall curricula of the University.
5. The chairman shall submit to the Academic Cabinet an annual report on the Committtee's actions and recommendations.
6. The secretary shall prepare minutes of the proceedings of the Committee and distribute them to the members of the Committee, the Chancellor, the Vice Chancellor for Academic Affairs, the Dean of the Graduate School, the Dean and Department Heads of the College of Arts and Sciences, the Deans, Department Heads, and Division Chairmen of the professional schools, the Dean of Academic Advising, the Registrar, and the Director of Admissions.

Meetings of the Committee

1. The Committee shall convene at regularly scheduled meetings to conduct business. These meetings shall be announced so that those who have business before the Committee may plan to be present.
2 By a majority vote of the Committee the chairman may call special meetings at those times when the volume of business before the Committee cannot be transacted in a reasonable period or when matters of unusual urgency come before the Committee.
3. A quorum shall consist of fifty percent of the duly elected members.

WHEREAS, as private citizens all University employees retain the rights and obligations of citizenship, including freedom to engage in political activities; and

WHEREAS, certain types of activities by University employees related to governmental and political processes may be incompatible with the general responsibilities of public employment or with the particular responsibilities of University employment; and

WHEREAS, the Board of Governors on September 13, 1974, adopted policies concerning political activities pertaining only to certain designated employees of the University; and

WHEREAS, the Board deems it desirable to have one set of policies on this subject that will apply to all University employees, with exception only of those who are subject to the State Personnel System;

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF GOVERNORS OF THE UNIVERSITY OF NORTH CAROLINA:

1. Definitions. For purposes of this Resolution, the following words and phrases shall have the meanings indicated:

a. "Employees" means all employees of The University of North Carolina and of the constituent institutions who are exempt from the State Personnel System (Article 1 of Chapter 126 of the General Statutes).

b. "Senior Administrative Officers" means the President and all employees on the President's staff and the Chancellors and senior officials of the constituent institutions, including persons at the rank of vice chancellor, provost, dean, and other positions of equivalent rank and responsibility.

c. "Public Office" means any national, state, or local governmental position of public trust and responsibility, whether elective or appointive, which is created, prescribed, or recognized by constitution, statute, or ordinance (other than within The University of North Carolina).

d. "Compensation Which Is More Than Nominal" means compensation over and above (1) payments in the nature of reimbursements for expenses incurred by the officeholder incident to holding office (whether calculated on an average per diem basis or on an actual-expense basis) plus (2) the amount of per diem compensation prescribed by G.S. 138-5 (a) (1) (currently established to be $15 per diem).

2. Holding Public Offices Concurrent With University Employment

a. Full-Time Public Offices.

Upon election to or acceptance of appointment to a public office requiring full-time service (including membership in the General Assembly), an employee of the University will be deemed to have resigned from his or her University employment; provided, that if deemed practicable by the University, an affected employee may be granted a full leave of absence from University employment, without pay, to coincide with the period of public service, with such period of leave not to exceed two years in any case; such a request for leave shall be addressed to and resolved by the Board of Governors, shall be transmitted through the President, and shall be accompanied by a recommendation from the appropriate Chancellor in any case pertaining to an institutional employee (if the request for leave pertains to a Chancellor, it shall be accompanied by a recommendation of the Board of Trustees).

b. Part-Time Public Offices For Which Compensation Is More Than Nominal.

If a University employee is elected to or accepts appointment to a public office requiring part-time service, for which compensation is more than nominal, it shall be presumed that holding such public office creates a conflict of time or interest which interferes with responsibilities owed the University and which requires the affected employee either to procure an appropriate leave of absence or to resign from University employment. If prior to assuming the public office the affected employee by petition is able to establish to the satisfaction of the University that, contrary to the presumption, holding such public office in fact will not create a conflict of time or interest which interferes with responsibilities owed the University, the resignation requirement shall not be applicable; if consistent with the presump-

tion the resignation requirement is found to be applicable, upon request by the affected employee and if deemed practicable by the University the employee may be granted a full or partial leave of absence from University employment, with corresponding suspension of or reduction in pay, applicable to the period of public service (if a full leave of absence is deemed necessary and is granted, it shall not exceed two years in any case; if a partial leave of absence is deemed necessary and is granted, the period of leave shall be at the discretion of the University). Such petitions and/or requests for leave by senior administrative officers shall be addressed to and resolved by the Board of Governors, shall be transmitted through the President, and shall be accompanied by a recommendation from the appropriate Chancellor in any case pertaining to an institutional employee (if the request for leave pertains to a Chancellor, it shall be accompanied by a recommendation of the Board of Trustees); such petitions and/or requests for leave by University employees other than senior administrative officers shall be addressed to and resolved by the appropriate Board of Trustees and shall be transmitted through the Chancellor. With respect to each such decision rendered by a Board of Trustees, the Chancellor shall transmit to the Committee on University Governance of the Board of Governors a report, containing such information as the Committee may specify, concerning the action of the Board of Trustees.

c. Part-Time Public Offices For Which Compensation Is Only Nominal.

Election to or acceptance of appointment to a public office requiring part-time service, for which no compensation is paid or for which the compensation paid is only nominal, shall be presumed not to create a conflict of time or interest which interferes with responsibilities owed the University; provided, that if the President (with respect to senior administrative officers) or the Chancellor (with respect to other employees) believes that, contrary to the presumption, there will be a conflict of time or interest in the particular case, the question may be referred for resolution by either the Board of Governors or the appropriate Board of Trustees (depending on whether or not the employee is a senior administrative officer). Any employee who files as a candidate for or intends to accept appointment to such a public office must file promptly with his or her immediate supervisor a written statement setting forth the amount of any payments to which the holder of such office is entitled as officeholder.

3. Candidacy For Elective Public Office.

a. Full-Time Offices

The candidacy of a University employee for election to a public office requiring full time service (including membership in the General Assembly) is presumed to create a conflict of time which interferes with the performance of responsibilities owed the University and requires the affected employee either to procure an appropriate leave of absence or to resign from University employment. If prior to announcing his or her candidacy the affected employee by petition is able to establish to the satisfaction of the University that, contrary to the presumption, such candidacy in fact will not create a conflict of time which interferes with responsibilities owed the University, the resignation requirement shall not be applicable; if consistent with the presumption the resignation requirement is found to be applicable, upon request by the affected employee and if deemed practicable by the University the employee may be granted a full or partial leave of absence from University employment, with corresponding suspension of or reduction in pay, to be coextensive with the period of candidacy. Such petitions and/ or request for leave shall be addressed to and resolved by the Board of Governors, shall be tansmitted through the President, and shall be accompanied by a recommendation from the appropriate Chancellor in any case pertaining to an institutional employee (if the request for leave pertains to a Chancellor, it shall be accompanied by a recommendation of the Board of Trustees).

b. Part-Time Offices For Which Compensation Is More Than Nominal.

The candidacy of a University employee for election to a public office requiring part-time service, for which compensation is more than nominal, is presumed to create a conflict of time which interferes with the performance of responsibilities owed the University and requires the affected employee either to procure an appropriate leave of absence or to resign from University employment. If prior to announcing his or her candidacy the affected employee by petition is able to establish to the satisfaction of the University that, contrary to the presumption, such candidacy in fact will not create a conflict of time which interferes with responsibilities owed the University, the resignation requirement shall not be applicable; if consistent with the presumption the resignation requirement is found to be applicable, upon request by the affected employee and if deemed practicable by the University the employee may be granted a full or partial leave of absence from University employment, with corresponding suspension of or reduction in pay, to be coextensive with the period of candidacy. Such petitions and/or requests for leave by senior administrative officers shall be addressed to and resolved by the Board of Governors, shall be transmitted through the President and shall be accompanied by a recommendation from the appropriate Chancellor in any case pertaining to an institutional employee (if the request for leave pertains to a Chancellor, it shall be accompanied by a recommendation of the Board of Trustees); such petitions and/or requests for leave by University employees other than senior administrative officers shall be addressed to and resolved by the appropriate Board of Trustees and shall be transmitted through the Chancellor. With respect to each such decision rendered by a Board of Trustees, the Chancellor shall transmit to the Committee on University Governance of the Board of Governors a report, containing such information as the Committee may specify, concerning the action of the Board of Trustees.

c. Part-Time Offices For Which Compensation Is Only Nominal.

The candidacy of a University employee for election to a public office requiring part-time service, for which no

compensation is paid or for which the compensation paid is only nominal, is presumed not to create a conflict of time which interferes materially with responsibilities owed the University; provided, that if the President (with respect to senior administrative officers) or the Chancellor (with respect to other employees) believes that, contrary to the presumption, there will be a material conflict of time in the particular case, the question may be referred for resolution by either the Board of Governors or the appropriate Board of Trustees (depending on whether or not the employee is a senior administrative officer). Any employee who files as a candidate for such a public office must file promptly with his or her immediate supervisor a written statement setting forth the amount of any payments to which the holder of such office is entitled as officeholder.

4. Political Campaign Activities.

With respect to his or her own candidacy for election to public office or to any other person's candidacy for election to public offfice, no University employee shall:

a. Use University funds, services, supplies, vehicles, or other property to support or oppose the candidacy of any person for elective public office;

b. Make any promise of preferential treatment (or actually confer such preference) or make any threat of detrimental treatment (or actually impose such detriment) to any person, with respect to any condition or incident of employment over which the employee has authority, control, or influence, for purposes of inducing support of or opposition to any candidate for elective public office.

Violation of the prohibitions contained in subparagraphs a and b, above, shall be cause for appropriate disciplinary action, including discharge from employment.

5. Other Leaves of Absence for Senior Administrative Officers.

A senior administrative officer who desires a leave of absence for purposes other than political candidacy or officeholding may petition the University for such a leave in the following manner: (a) with respect to periods of leave not to exceed 90 days, the petition shall be addressed to and resolved by the President, who shall report to the Board of Governors all such leave arrangements as he may grant; (b) with respect to periods of leave to exceed 90 days, the petition shall be addressed to and resolved by the Board of Governors, shall be transmitted through the President, and shall be accompanied by a recommendation from the appropriate Chancellor in any case pertaining to an institutional employee (if the request for leave pertains to a Chancellor, it shall be accompanied by a recommendation of the Board of Trustees).

6. Appeals.

With respect to any decision reached by a Board of Trustees as prescribed in Sections 2 and 3 of this Resolution, an employee aggrieved by the decision may appeal to the Board of Governors only on the basis of an allegation that such decision was contrary to the provisions of this Resolution. Any such appeal shall be addressed to the Chancellor for transmission to the President, who in turn will transmit the appeal to the Board of Governors.

7. Effective Date.

The requirements of this Resolution shall be applicable prospectively only, on and after the date of adoption by the Board of Governors. No change in the employment status of an employee who was an incumbent in a public office as of the adoption date of this Resolution shall be required under the terms of this Resolution for the balance of the term of office being served on the effective date of this Resolution.

8. Relation to State Laws.

The foregoing regulations as adopted by the Board of Governors are designed to supplement, and do not purport in any way to supplant or modify, those statutory enactments which may govern or limit the political activities of employees of the State of North Carolina.

9. Repeal of Prior Enactments.

With respect to the resolution of the Board of Governors entitled "Policies Concerning Senior Administrative Officers of The University of North Carolina" which was adopted under date of September 13, 1974, paragraphs 1, 2, and 3 of said resolution are repealed; additionally, the resolution of the Board of Trustees of The University of North Carolina entitled "Statement of Policy on Elective Office-Holding" which was adopted under date of November 14, 1969, is repealed.

Adopted by the Board of Governors
January 16, 1976

REVISED POLICY GOVERNING THE USE OF FACULTY TRAVEL FUNDS

(Effective November 1, 1977)

Travel funds are presently used to pay expenses of full-time faculty members attending professional meetings or otherwise representing the University except in those instances where provision is made outside the travel budget for use of University cars for transporting several members of a department or of the general faculty to professional meetings within the State or a limited driving distance beyond.

The following policies are established relative to the use of faculty travel funds:

1. *Allocation of Funds*

By September 1, the Vice Chancellor for Academic Affairs shall give to the deans of the schools and college a statement of the amount available for faculty travel during the year. It shall then be the responsibility of each dean to recommend the use of the travel funds within the framework of the travel policy which follows. If funds are not needed by a school or the college, they will be returned to the Vice Chancellor for Academic Affairs to be used in areas where needed.

2. *Out-of-State Travel*

The University shall make every effort to provide funds for round-trip air-tourist fare[1] and up to three days' per diem expenses for at least one trip per year for purposes such as the following:

> To present a paper at a major professional meeting, either regional or national; to make a formal and scheduled criticism of a paper; to preside over a session; to fulfill responsibilities as an officer or a chairman of an important committee in a professional organization, or to represent the University on official business.

When a dean or department head is carrying out required administrative duties, a maximum per diem allowance of four days is permitted.

When traveling out-of-state or out-of-country, a faculty member is entitled to reimbursement of $35.00 for a 24-hour period. For days of departure from, and return to, the University, which normally will involve less than full calendar days of travel, reimbursement will be on the basis set forth in 4.I.2.b. and c.[2]

3. *In-State Travel*

Per diem expenses (maximum allowed is $23.00 for a 24-hour period) will be paid for in-state professional meetings when the purposes are similar to those given in the section on out-of-state travel above. . . .On any day that in-state travel expenses include charges for meals only (three or fewer), the total reimbursement shall not exceed a maximum of $10.00 including gratuities. See 4.I.2.b. and c.

No subsistence expense is reimbursable if it is incurred within 10 miles of the University unless specifically authorized in advance. If a faculty member is accompanied by a member of his/her family, reimbursement for hotel bills will be limited to the single occupancy rate.[3]

4. *Other Travel Policies*

A. The University shall make every effort to cover one-half of the round-trip air-tourist fare, plus two days' per diem expenses for faculty members who wish to attend a major out-of-state professional meeting but are not scheduled to participate in such ways as listed in the first paragraph of Section 2. In such cases travel funds will not be provided to the same faculty member in consecutive years.

B. Travel funds which involve a substantial sum of money may be requested for only one trip per year except in unusual circumstances. *In no instance may the amount of aid for a single trip exceed $300.00.* (Note: This is an upper limit established for the University. Funds allocated to the College of Arts and Sciences and to the Schools will not enable the Deans to make this amount available to all eligible faculty members. Deans will then set upper limits for their units at a level below $300.00.)

C. Every effort will be made to provide round-trip, air-tourist fare and two days' per diem expenses for a second trip when a faculty member presents a second paper at a major professional meeting. However, no faculty member may receive funds for more than two trips per fiscal year (July 1–June 30). In no instance may the total aid to an indi-

[1] Excursion rates must be used when dates of travel make this possible.

[2] B.M. No. 5.9-Fiscal Policies and Regulations–Travel, Transportation and Allowances, effective October 1977.

[3] B.M. No. 5.9-Fiscal Policies and Regulations–Travel, Transportation and Allowances, effective October 1977.

vidual exceed $400.00. (Note: This is an upper limit established for the University. Funds allocated to the College of Arts and Sciences and to the Schools usually will not enable the Deans to make this amount available to all eligible faculty members. Deans will then set upper limits for their units at a level below $400.00.)

D. The dean of the college or school concerned shall determine the major professional associations to be included. The Chancellor or the Vice Chancellor for Academic Affairs shall determine official business.

E. Funds for faculty travel shall not support out-of-country travel unless it is to attend the meeting of a major professional association being held in a nearby North American country.

F. When funds are requested for travel during vacation and holiday periods, transportation costs will be based upon the round-trip fare from Greensboro or the site of the vacation activities of the traveler, whichever is less.

G. Registration fees not to exceed $15.00 may be included in travel expenses provided they fall within the per diem expense allowance. . . .If any meals are included in registration charges, they must be charged to and included in the daily subsistence. Requests for authorization of registration fees in excess of $15.00 *must* be accompanied by a copy of brochures, fee schedules, or other material listing the costs included in the registration fee.[4] Membership fees may not be included. A receipt for all registration fees must be attached to the traveler's request for reimbursement.

H. Reimbursement for subsistence will not be made if it is incurred within 10 miles of the campus unless specifically authorized in advance.

I. Reimbursement for subsistence will be as follows:

1. *24-hour period or longer*

   a. A flat amount of $23.00 per day when traveling in-state and $35.00 per day when traveling out-of-state. For days of departure from, and return to the University, which normally will involve less than full calendar days of travel, reimbursement will be on the basis set forth in 4.I.2.b. and c.

   b. The showing of actual costs of meals and lodging is no longer required, but the traveler must submit either a receipt for lodging or, if no receipt is available, indicate the place (address) of lodging on the request for reimbursement. (See sample form attached.)

2. *Less than a 24-hour period, i.e., less than a full-calendar day*

   a. Lodging. A flat amount of $13.00 when traveling in-state and $22.00 when traveling out-of-state.

   b. Meals. A flat amount for meals as shown in the following table:

	In-State	Out-of-State
Breakfast	2.25	2.75
Lunch	2.75	3.50
Dinner	5.00	6.75
	$10.00	$13.00

   c. If an employee is not involved in overnight travel, there will normally be no reimbursement for morning or evening meals. If, however, unusual circumstances require an enmployee to leave the University before 6:00 a.m. and/or return after 8:30 p.m., the cost of the morning and/or evening meal incurred may be reimbursed.

   d. Each meal reimbursement rate must be listed on the request for reimbursement when overnight lodging is not incurred on that day or when less than a full calender day of travel is involved. (See sample form attached.)

3. An employee *may* request reimbursement for actual expenses if they are less than the rates shown above.

J. Office phone calls are reimbursable under "Other Expenses." Calls over $1.00 must be identified as to point of origin and destination.

K. Taxi fares are not reimbursable for intercity transportation, except in emergencies when no less expensive mode of transportation is available within a reasonable period.

L. Tickets for commercial air travel may be purchased by the traveler and claimed on his expense account. Tourist Class must be utilized. A receipt is required for reimbursement. Flight insurance is not reimbursable.

5. *Special Instructions*

A. In the distribution of travel funds the dean of the school or college will make every effort to recognize all areas and interests responsible to him. The dean shall have the responsibility of recommending priorities if the travel funds are not sufficient to meet all demands.

B. University and State of North Carolina regulations require that all faculty members who are traveling in connection with their employment, file out-of-state travel request forms (Budget Division Authorization Form 10-8) with the Academic Affairs Office through their school or college office *at least two weeks prior to the date of the planned trip. Out-of-country requests, requests for excess subsistence, excess registration and requests for subsistence allowance within a 10-mile radius which require prior approval by the Division of State Budget must be filed at least three weeks in advance.*

[4]B.M. No. 5.9-Fiscal Policies and Regulations–Travel, Transportation and Allowances, effective October 1977.

Students who are traveling, even though they may be traveling on University or student activity funds, are not required to file such a request.

Graduate assistants (including teaching and research assistants) must file an out-of-state travel request if the travel is in connection with the work assigned them under the terms of their appointment as graduate assistants. When they are traveling in this capacity, they are traveling as employees of the University rather than as students, and, therefore, are eligible for coverage under the Workmen's Compensation Act.

C. Requests for reimbursements, along with proper documentation, should be filed immediately after the trip is taken with the Academic Affairs Office through the proper school/college office.

D. The school/college office and the Academic Affairs Office should be notified immediately when authorized trips are cancelled.

This policy is subject to any changes in the State travel policies and regulations effected by the State Department of Administration.

USE OF UNIVERSITY CARS BY FACULTY MEMBERS OR STUDENTS FOR FIELD TRIPS, PRACTICUMS OR STUDENT TEACHING

The University cars are available to both faculty and students for academic purposes (e.g., to attend professional meetings, conventions, etc.). However, if a faculty member and a number of students are planning a trip expressly as an extension of the classroom experience (where the faculty member would not be going otherwise), they should understand that this is classified as a field trip.

The policy, which is of long-standing, is that any group making a field trip will be charged, upon its return, at a rate of 15 cents per mile for use of a car and 20 cents per mile for use of the University bus. There is an additional charge for the driver when using the bus. A common procedure is to collect the amount from the students. The instructor is responsible for payment of the bill. It is not considered a departmental expense.

Because of the limited number of cars available, *we are unable to honor requests for faculty members or University students to use the University cars in connection with either practicums or student teaching.*

USE OF UNIVERSITY CARS FOR TRAVEL BY FACULTY MEMBERS

Use of University Cars

1. The following are the statutory requirements concerning the operation of State-owned vehicles: "G.A. 14-27, 47. Private use of publicly-owned vehicles. . . . It shall be unlawful for any officer, agent, or employee of the State of North Carolina, or of any county or of any institution or agency of the State, to use for any private purpose whatsoever any motor vehicle of any type or description whatsoever belonging to the State, or to any county, or to any institution or agency of the State."
2. University-owned cars should be used for all travel where the use of a car is practical. (See "Use of Personal Cars.)
3. University-owned cars will be made available for in-state and out-of-state travel, within a practical distance, to attend professional meetings or for University business by faculty, students and staff.
4. If a faculty member is to be reimbursed for his transportation expenses or paid an honorarium, he should not use a University car.
5. When a University-owned car is used, storage fees, bridge or other tolls, or repairs are legitimate charges to the University.
6. Travel to conventions or other places where three to five people are traveling together should be by University-owned car rather than by public conveyance.
7. There is a limit of 1000 miles round trip (500 mile radius) on the distance University-owned cars scheduled through the Office of Academic Affairs may be driven by faculty members and students.
8. Any fines imposed for any violation which was under the control of the driver shall be the responsibility of the driver.
9. Applications for reserving cars should be made through the department head or dean of the school on the appropriate form. These should be sent to the Academic Affairs Office where the secretary will make arrangements.

Use of Personal Cars

1. If a personal car is used for an approved trip when a State car is *not* available, reimbursement will be at the equivalent of air tourist fare or 15 cents per mile, whichever is less.
2. If a faculty member prefers to use his/her own car for an approved trip, reimbursement will be the equivalent of air tourist fare or 11 cents per mile, whichever is less.
3. University credit cards *may not* be used to purchase gas or supplies for privately-owned vehicles.

The State policy on rental cars is, "Rental car charges are reimbursable when required for intercity travel when no alternative mode of transportation is practical. No reimbursement may be made for use of a rental car in-state when a State or private car is available".

Given below is an outline of the basic rental car contract that the State has signed with Dollar Rent-A-Car. The procedures outlined in the contract must be followed when renting a car for University business.

One Trip Rental Authorization

Prior to trip departure, a University employee anticipating the need of a rental car should obtain a "one trip rental authorization" from the Travel Representative of the Accounting Department. This authorization assures the University employee of receiving the rates established in the Dollar Rent-A-Car contract.

Rental Rates for New York, Washington, D.C., San Francisco, Los Angeles, Miami, Atlanta, Denver, Chicago, and Philadelphia

Compact:	Maverick, Nova, or similar $12.95 per day or $59.70 per week plus 16 cents per mile (including gasoline), or contractor's published time and mileage rates less 10 percent whichever is less.
Intermediate Station Wagon or Car	Granada, LTD II, Chevelle, Pinto Wagon, or similar $16.95 per day or $101.70 per week plus 18 cents per mile (including gasoline), or contractor's published time and mileage rates less 10 percent, whichever is less.
Full Size Station Wagon or Car	LTD, Thunderbird, Monte Carlo, Impala, or similar; Country Squire Wagon, Impala Wagon, or similar $22.95 per day or $137.50 per week plus 20 cents per mile (including gasoline), or contractor's published time and mileage rates less 10 percent whichever is less.

Rental Rates for Other Continental U.S. Locations

10 percent discount off published time and mileage rates.

Rental Rates Outside the Continental U.S.

10 percent discount off published time and mileage rates.

Special Terms of Contract

No car rental will be subject to any of the following charges:

1. Insurance charges for the deductible amount of the Contractor's coverage.
2. Drop-off charges in the Continental U.S. (The State's agreement with Dollar Rent-A-Car specifies that cars must be returned to originating location. If one-way rentals are required, check with Dollar Rent-A-Car to determine if such arrangements can be made. If arrangements cannot be made, cars can be rented through another agency.)

Reservations

Reservations should be made in advance.

If a confirmed reservation with Dollar Rent-A-Car for a specific type of car is not available on pick-up, Dollar Rent-A-Car will upgrade the type of car at no extra charge to the State.

Reservations Not Available

Specific Type of Car Required: If Dollar Rent-A-Car is unable to reserve a specific type of car, check with other agencies. If the type of car required can be reserved, it can be rented from that agency. If no agency can make the type of reservation required, call Dollar Rent-A-Car and make a reservation in another classification.

On the Spot Rentals

Check with Dollar Rent-A-Car. If Dollar does not have the type of car required, check with other agencies.

GREENSBORO REGIONAL CONSORTIUM, INC.
AGREEMENT TO PROVIDE OPEN ACCESS TO STUDENTS FOR REGISTRATION IN COURSES OFFERED AT AREA INSTITUTIONS

It is agreed that students from Bennett, Greensboro, Guilford and High Point Colleges, The University of North Carolina at Greensboro and North Carolina Agricultural and Technical State University may enroll in courses offered at any institution other than that in which they matriculated, subject to the following stipulations:

1. This arrangement shall be effective for two years, beginning January 1, 1977, and subject to review at the end of any semester.
2. Each student must be a degree-seeking student, currently enrolled in one of the institutions herein named.
3. No student on the home campus may be displaced by a student from another campus.
4. No instructor can be required to teach an overload in order to take care of guest students.
5. No fee will be charged for open access to courses in the host institution, except in cases where special course costs such as laboratory or art materials, are encountered, in which cases the student will pay such charges as are applied against the students of the host institution.
6. Each student must obtain permission from the designated coordinating officer on his home campus to take a course at another institution. This official will then contact the authorized officer on the host campus for approval.
7. A student will present the approved form at registration or to the registrar on the host campus in order to complete any details involved in registration.
8. The host campus will supply all grades through the Registrars, for each campus.
9. There is no limit in the number of courses that a student may take at another institution; however, as a general rule, students cannot take a course at another institution if the course is available at the home institution.
10. Visiting students will have access to all research and library resources required for the courses for which they are registered. Such access will include the privilege of borrowing books not withheld from circulation through reserve or other library regulation.
11. Students will be governed by rules and regulations of the host institution while in attendance there.
12. Students may not take courses under this agreement during the summer.
13. Students may not take independent study under this arrangement, not participate in courses which are designed to be self-supporting.

AGREEMENT TO PROVIDE FOR THE SHARING OF FACULTY TIME BY THE UNIVERSITY OF NORTH CAROLINA AT GREENSBORO AND NORTH CAROLINA AGRICULTURAL AND TECHNICAL STATE UNIVERSITY

The University of North Carolina at Greensboro and North Carolina Agricultural and Technical State University agree, subject to the conditions and limitations outlined below, to a policy of sharing faculty time. Adoption of the policy is based on the assumption that it will provide a means of strengthening certain academic programs on both campuses. The following guidelines and regulations shall apply:

1. The concept of shared faculty time, as used in this agreement, means that a member of the faculty from one cooperating institution accepts a teaching assignment in his area of specialization on the campus of the other institution.
2. The assignment will be part of his or her normal teaching load.
3. The salary of the faculty member and the fringe benefits will be paid by the parent institution.

Procedure for Implementing the Policy

The procedure for implementing the policy is as follows:

1. The senior academic officer (Dean or Division Director) who needs the service of a faculty member will submit a formal request to his counterpart on the campus of the Cooperating University.
2. The senior academic officer on that campus will contact the chairman of the department to which the faculty member is assigned to ascertain his or her availability.
3. If the faculty member is available, the senior academic officer will arrange for him or her to include the off-campus assignment as part of the normal teaching load.
4. The senior academic officer from the Cooperating University will notify his counterpart on the campus of the institution requesting the service concerning the action taken on the request.

AGREEMENT TO PROVIDE OPEN ACCESS TO STUDENTS IN NORTH CAROLINA AGRICULTURAL AND TECHNICAL STATE UNIVERSITY AND THE UNIVERSITY OF NORTH CAROLINA AT GREENSBORO FOR REGISTRATION IN COURSES OFFERED AT EITHER INSTITUTION

It is agreed that, within the boundaries of the controls and limitations listed below, students from North Carolina Agricultural and Technical State University and the University of North Carolina at Greensboro may enroll in courses offered in the institution other than that in which they are matriculated (hereafter referred to as "the host institution"). The following regulations shall apply:

1. The student must be a degree-seeking student, currently registered in one of the Universities named herein.
2. The student will be permitted to enroll in a course at the host institution only when he does not have access to a course with similar prerequisites, content, and standing at the institution in which he is matriculated. It is understood that he must meet all the requirements for admission to the course which he intends to take and that students in the home institution will have first priority in enrollment in those instances where a course is over-subscribed.
3. The student admitted to a course in the host institution must receive the approval of the dean of his college. (Graduate students must receive the approval of the Dean of the Graduate School.) It is recognized that all the course, program, and degree regulations which apply to the student concerned will be enforced by his home institution in the transfer of course credits earned from the host institution.
4. No fee will be charged for open access to courses in the host institution, except in cases where special course costs, such as those for laboratory or art studio materials, are encountered, in which case the student will pay such charges as are applied against the students of the host institution.*
5. Students enrolled in a course in the host institution will have free and open access to the library of that institution for the use of library materials related to the course. Such access will include the privilege of borrowing books not withheld from circulation through reserve or other library regulation.

*The parties to this agreement reserve the privilege of asking for a review of the no charge rule prior to the beginning of any semester.

REQUESTS FOR USE OF UNIVERSITY BUILDINGS OR UNIVERSITY PROPERTY: POLICY

The University of North Carolina at Greensboro is a tax-supported state institution and, as such, may be used under certain conditions as a resource for various community groups and organizations. To the extent space is available and subject to reasonable procedures for reservations, the University welcomes organizations to campus for their meetings when their work is compatible with, or supplementary to, the educational purposes of the University.

University space may not be used for commercial purposes, and attendance may not be restricted on the basis of race, sex, color, religious affiliation, or national origin. Groups affiliated with the University shall have priority in reserving campus facilities.

The University permits assemblies of groups, both University affiliated and non-affiliated, without prior approval only in the east lawn area of the Elliott University Center (facing College Avenue) and the east portion of the lawn area in front of the Julius I. Foust Building. All such assemblies must be conducted without sound amplification equipment.

Any organization or group desiring to obtain assembly space other than those mentioned above must submit a written request at least forty-eight (48) hours in advance to the appropriate office (note facilities and scheduling offices listed below). All organizations, whether University affiliated or non-affiliated, are expected to follow the specific rules and regulations governing the facility or groups being used. The group's activities shall in no way violate the purposes, property, policies, or regulations of the University.

The following regulations apply to the use of all University facilities:

A. Solicitations

1. University buildings or campus spaces may not be used to raise money for any individual or organization other than an officially recognized campus organization, either faculty, staff, or student, or an off-campus nonprofit charitable organization.

2. Organizations intending to use the University's spaces to benefit an off-campus effort must be prepared to prove the tax-exempt status of the benefiting cause.

3. Officially recognized campus organizations or nonprofit charitable organizations off campus desiring to solicit funds must receive written approval for such solicitations from the Vice Chancellor for Student Affairs, Room 104, Elliott University Center.

Solicitations which are approved for non-University affiliated organizations will be conducted in the lobby area outside of the Benbow Room of the Elliott University Center at a booth or table provided by the Center, or at another location approved by the Vice Chancellor for Student Affairs. The maximum duration for such solicitations will be two (2) weeks.

4. University equipment (other than tables or booths) may be utilized by non-University affiliated organizations, except in cases where written sponsorship has been obtained from an officially recognized campus organization.

B. Distribution of Pamphlets and Written Materials

1. Any organization or group, whether affiliated with the University or not, may distribute only in open, exterior campus spaces, pamphlets, booklets, brochures, and other forms of written material on the condition that such pamphlets and materials do not contain commercial solicitations or advertisements and are designed for informational (not commercial) purposes. Acceptance of donations for such materials is prohibited.

2. No registration or advance approval is required for the distribution of noncommercial material.

Requests for the use of University facilities should be addressed to the offices listed below. Additional rules and regulations, as applicable, will be indicated by each office.

University Facilities	*Scheduling Office*
Open areas Elliott University Center and Aycock Auditorium	Vice Chancellor for Student Affairs Dean of Students for Student Development and Programs

Academic Buildings (Classroom, Library, etc.)	Continuing Education
Alumni House	Alumni Office
Piney Lake	Director of Piney Lake

POLICIES REGARDING THE POSSESSION AND CONSUMPTION OF ALCOHOLIC BEVERAGES ON THE CAMPUS OF THE UNIVERSITY OF NORTH CAROLINA AT GREENSBORO

I. University policies concerning the possession and consumption of alcoholic beverages do not contravene Federal, State, or Municipal law regarding their purchase, possession or consumption.

A. The North Carolina Alcoholic Beverage Control Laws make it unlawful for any person under eighteen years of age to purchase, possess, or consume, or for anyone to aid or abet such a person in purchasing, possessing, and consuming any alcoholic beverage. (General Statute 18A-8)

B. Persons who are eighteen years of age or older may purchase, possess, or consumer alcoholic beverages containing less than fourteen percentum (14%) of alcohol by volume (beer and unfortified wines). (General Statute 18A-8)

C. Persons who are twenty-one years of age or older may purchase, transport, and consume alcoholic beverages containing more than fourteen percentum (14%) of alcohol by volume (spiritupus liquors). (General Statute 18A-8)

D. It is unlawful for anyone to aid or abet a person under twenty-one years of age in purchasing, possessing, or consuming alcholic beverages containing more than fourteen percentum (14%) of alcohol by volume. (General Statute 18A-8)

E. Under no circumstances may any type of alcoholic beverages be sold by any person, organization, or corporation on the campuses of the University. (General Statute 18A-40)

F. It is unlawful for any person to consume any alcoholic beverage in or on any public street, right-of-way, sidewalk, alley, or other public place within the City or on any City-owned property which is located inside or outside the Greensboro corporate limits. It is unlawful for any person to display any opened alcoholic beverage bottle, can, or other container in or on any public street, right-of-way, sidewalk, alley, or other public place within the City or on any City-owned property which is located inside or outside the Greensboro corporate limits. (Greensboro Code Sec. 4-13)

II. The posession and consumption of alcoholic beverages on the University campus will be permitted only at the following places and under the conditions defined both above and below.

A. Posession and Consumption of Alcholic Beverages in Residence Halls

1. Individual consumption of beer and unfortified wines will be permitted only in students' rooms and adjoining hallways, kitchens, and the recreation rooms. No consumption of any alcoholic beverage including beer, unfortified wine or spirituous liquors is permitted in study rooms.

2. Consumption of spirituous liquors will be permitted only in students' rooms.

3. At social functions sponsored by the residence hall, consumption of beer and unfortified wines will be permitted in the public areas (parlors, recreation rooms, patios, and Freshman Quadrangle) provided permission has been obtained from the Vice Chancellor for Student Affairs.

a. Requests for permission must be presented at least forty-eight hours in advance of the function and during the regular office hours of the Vice Chancellor for Student Affairs.

b. A Residence Hall Counselor or an Assistant Counselor must be in attendance during the function.

4. Alcoholic beverages may not be served at functions to which admission is charged.

5. When a public area of a residence hall is reserved for a private function, beer and unfortified wines may be served provided permission has been obtained from the Vice Chancellor for Student Affairs at least forty-eight hours in advance of the function.

B. Possession and Consumption of Alcoholic Beverages in Elliott University Center

1. Only beer and unfortified wines may be served in Elliott University Center.

2. These beverages will be allowed only at scheduled functions sponsored by recognized campus organizations and only within the confines of that function with regard to the time and place of consumption.

a. Admittance to such functions is limited to persons eighteen years of age or older and is restricted to members of the sponsoring campus organizations and their bona fide guests.

b. Permission for such functions must be obtained from the Vice Chancellor for Student Affairs. Requests for permission must be made at least two weeks in advance and during the regular office hours of the Vice Chancellor for Student Affairs.

c. Reservations must be made with the Reservations Secretary at the Information Desk at least two weeks in advance.

d. Alcoholic beverages may not be served at functions to which admission is charged.

3. The consumption of beer is restricted to the Benbow Room (except during programs to which admission is charged), Men's Club Room, Neo-Black Society Lounge, the balcony dining room, and the patio.

b. The consumption of unfortified wines is restricted to the following areas: Alderman Lounge, Benbow Room (except during programs to which admission is charged), Claxton Room, Cone Ballroom (including the patio, porch and balcony dining room), Joyner Lounge, Sharpe Lounge, Men's Club Room, Neo-Black Society Lounge, and Phillips Lounge.

c. No alcoholic beverages may be consumed under any circumstances in the following areas: Benbow Room during programs to which admission is charged, Dogwood Room, Game Room, Robot Room, McIver Lounge, Soda Shop, corridors, lobbies, music listening rooms, office areas, other open areas of the building, and rest rooms.

4. Officers of the sponsoring organization shall be responsible for the enforcement of all University policies and regulations. Failure to comply with any of these policies and regulations may result in a suspension of reservation privileges.

C. Possession and Consumption of Alcoholic Beverages in the Alumni House

1. Alcoholic beverages (beer, unfortified wines, and spirituous liquors) may be served in the Alumni House at University or Alumni functions for which permission has been obtained from the Director of Alumni Affairs.

a. Requests for permission must be presented at least forty-eight hours in advance of the function and during the regular office hours of the Director of Alumni Affairs.

b. When spirituous liquors are served in the Alumni House, a proof-of-age will be required of young guests.

c. Alcoholic beverages may not be served at functions to which admission is charged.

2. Unfortified wines may be served to persons of legal age (eighteen years of age or older) at private functions in the Alumni House for which arrangements have been made in the Alumni Office and permission has been obtained from the Director of Alumni Affairs.

a. Arrangements must be made and permission requested at least forty-eight hours in advance of the function and during the regular Alumni Office hours.

b. The individual who reserves the Alumni House shall be responsible for compliance with respect to "legal age."

MEDICAL PROCEDURES FOR CAMPUS

(From Vice Chancellor James Allen, Student Affairs)

Emergency

If any injury and/or acute illness occurs which is of an emergency nature, requiring emergency medical and/or rescue personnel, please observe the following:

1. Call the Guilford County Emergency Transportation Service (373-3355) giving the following information:

   a. Your name and telephone number
   b. Name of patient(s)
   c. Exact location of patient(s), and
   d. Basic details as quickly as possible concerning circumstances, symptoms, and signs.

2. Also, call the UNC-G Police Department (379-5963) giving the following information:

   a. Your name and telephone number
   b. Name of patient(s)
   c. Exact location of patient(s), and
   d. Basic details as quickly as possible concerning circumstances, symptoms, and signs.

3. Delegate someone to be outside ready to direct emergency medical, rescue and/or police personnel to the patient.

4. Do not move the patient unless location is a threat.

5. Keep the patient calm.

The patient may be taken to the Student Health Center or one of the local hospital emergency rooms depending on circumstances, desire of the patient, and/or advice from emergency medical personnel.

Nonemergency

If injury is of minor nature and/or minor illness that requires only transportation to the UNC-G Student Health Center, please observe the following:

1. Call the UNC-G Police Department (379-5963) giving the following information:

   a. Request for "nonemergency" transportation to the UNC-G Student Health Center
   b. Name of caller and telephone number
   c. Name of patient(s)
   d. Exact location of patient(s)
   e. Nature of injury and/or illness.

2. UNC-G police vehicle will be dispatched as soon as possible to transport patient to Student Health Center only.

FIRE AND EMERGENCY EVACUATION OF BUILDINGS

(From Committee on Emergencies, Chancellor's Cabinet, August 1977)

Periodically emergencies arise which require the evacuation of Campus buildings. Questions arise during such an evacuation concerning the responsibility of the various state employees housed in the building and those responsible for activities on campus. The prime objective under such conditions is that decisive action be taken quickly to save lives and protect property. Full and total decision making responsibility during the emergency is that of the Campus Police.

Should you discover a fire in your area or be the recipient of a bomb threat the Campus Police suggest you use the following procedure:

A. In Case of Fire

1. Call 373-2222 – Greensboro Police and Fire Emergency
2. Call 379-5963 – Campus Police

Campus Police will respond and take appropriate action to assist the Fire Department and notify proper campus authorities. In all cases please give exact locations and directions to avoid any delay of the fire trucks.

B. In Case of Bomb Threat

1. Call 379-5963 – Campus Police

Campus Police will respond and notify City Police, Fire Department, and other agencies if needed.

The Campus Police will also be responsible for notifying the proper campus authorities who need to be informed.

If a building is to be evacuated and/or searched state employees who work in the building should make themselves available to the Campus Police in front of the main entrance.

In cases of evacuation students will be requested not to congregate in mass in the area but to disperse as soon as it is learned that the emergency evacuation is not a drill.

POLICIES FOR THE PROTECTION OF HUMAN SUBJECTS IN RESEARCH
THE UNIVERSITY OF NORTH CAROLINA AT GREENSBORO

PURPOSE

This document implements the University policy which directs that all human research projects conducted under the auspices of the University are subject to review, toward the end of insuring protection of the rights and welfare of the individuals who participate as subjects. This document does not constrain the continuation or adoption of more restrictive review policies or additional review procedures at the departmental or collegiate level.

The policy statement that follows is designed to serve as a guideline for the review process. The statement can be supplemented with available published policy statements applicable to the discipline conducting the research.

BACKGROUND

Policies and procedures for the protection of human subjects in research shall be recommended to the Chancellor, implemented upon approval, and monitored by an Institutional Review Board for the Protection of Human Subjects in Research.

The Institutional Review Board (IRB) shall be established to meet guidelines of the federal government (Department of Health, Education, and Welfare) and shall be composed of

(1) five members of the faculty from varying backgrounds and professional disciplines which complement the nature of research undertaken by the institution;

(2) one member who is not otherwise affiliated with the institution; and

(3) the Director, Office for Sponsored Programs, and the Vice Chancellor for Graduate Affairs as ex officio but voting members.

The members other than those holding office ex officio shall be appointed by the Chancellor for three-year staggered terms. The Chairman shall be designated by the Chancellor. A quorum is established as five members. Any member who has a direct interest in the research activity under review shall abstain on that matter.

The Institutional Review Board is charged with the following responsibilities:

(1) to recommend policies and procedures for the University which satisfy federal requirements in relation to the review of proposals for grants and contracts involving research with human subjects;

(2) to negotiate with the Department of HEW and other agencies Special Assurances (i.e., review of proposals on a case-by-case basis) until such time as seems appropriate and advantageous to negotiate a General Assurance (i.e., review procedures applicable to all externally-funded research conducted under

institutional auspices);

(3) to conduct a comprehensive review of the safeguards existing on the campus in relation to all research involving human subjects conducted by the University of North Carolina at Greensboro faculty and/or students, whether or not external funding is involved;

(4) to effect the establishment across the University of satisfactory guidelines for the protection of human subjects through review of existing departmental and school guidelines for adequacy and encouragement of procedures with appropriate safeguards where such are lacking; and

(5) to develop a procedure for continuous monitoring of the review and assurance process in light of institutional commitments, applicable state and federal laws, and standards of professional conduct.

It is established that there is no appeal from a decision by the Institutional Review Board to disapprove a proposal judged to have inadequate safeguards for the rights and welfare of human subjects; authority to over-ride approval given by the Institutional Review Board is held by the Chancellor.

The Director, Office for Sponsored Programs, is designated as the institutional official authorized to sign certification and assurances (HEW Form 596) and to sign for the chairman of the Institutional Review Board in his/her absence when the Board performs favorable review of a proposal. Minutes, records, correspondence, and other materials pertaining to the activities of the Institutional Review Board shall be the responsibility of the Chairman and shall be maintained in files located in the University of North Carolina at Greensboro's Office for Sponsored Programs. Staff assistance, when needed, will be provided by that Office.

POLICY

It is the general concern of the University of North Carolina at Greensboro that no research done under the jurisdiction of the University expose persons who participate as subjects or respondents to unreasonable risks to their health, general well-being, or privacy.

Specifically, the University is concerned that in all research, development, and related activities involving the use of human subjects

(1) the rights and welfare of the individuals involved be adequately protected;

(2) the participation of subjects be based on freely given, legally effective informed consent; and

(3) the risks to the subject be so outweighed by the sum of the benefit to the subject or by the importance of the knowledge to be gained as to warrant a decision to allow the subject to accept these risks.

Therefore, all research, development, and related activities involving the use of human subjects are to be submitted, prior to their being undertaken, for review by an appropriate Department, School, or University review committee to insure that the above conditions are met.

However, primary responsibility for assuring that the rights and welfare of the individuals involved are protected continues to rest with principal investigators conducting research involving the use of human subjects. This responsibility is shared by others engaged in the conduct of the research. University

faculty who assign or supervise research conducted by students have an obligation to consider carefully whether those students are qualified to safeguard adequately the rights and welfare of subjects.

A. Activities subject to review regarding the rights and welfare of the participants.

1. Activities subject to review.

A research project or activity is subject to review if (1) a procedure (experimental or otherwise) is introduced to gain information from or about the participant; or (2) information is used for a scholarly purpose when that information was obtained because of the participant's status as client, patient, student, or employee. This policy applies to all students and faculty (in this section, "faculty" will be taken to include "staff") of the University of North Carolina at Greensboro.

2. Activities not subject to review.

The following activities are not subject to review under this policy:

a. the use of University records for the administrative and educational purpose of the University;

b. the analysis and evaluation of information which is in the public domain if the report of the activity identifies no participant;

c. the analysis and evaluation of physical traces or artifacts of human behavior if the traces or artifacts do not stem from the introduction of an investigative procedure administered to human subjects;

d. the analysis and evaluation of existing research data if:

1) the data were collected prior to the establishment of this review policy or the data were collected by individuals outside the University; and

2) the report of the project identifies no participant;

e. Activities involving students in University courses if:

1) the activity consists of improving the curriculum or the course in which the participants are enrolled and the instructor believes the activities serve the specific educational goals of the course; or

2) the project serves as a didactic device involving only individuals enrolled in the class; or

3) the activity provides training in the conduct of such professional activities as treatment techniques and the administration of standardized tests.

3. Research fulfilling course requirements.

Research projects conducted by students in fulfilling University course requirements are subject to review. However, the course instructor can serve as the investigator and seek approval for the procedures used by the class members in the research.

B. Maintenance of confidentiality.

Provisions must be maintained in all research to safeguard the confidentiality of the information provided by the participant. Information about a participant should not be associated with identifying characteristics of the individual (e.g., name, photograph, or unique status attributes) in the report of the project or in any material made available to individuals not conducting the research. Exceptions to this rule require documented consent of the participant. Common safeguards of information include storing documents in locked cabinets, restricting access to data in computer storage, and enciphering the data in order to store identifying information in a restricted file.

C. Risk-benefit evaluation.

1. Evaluation guideline.

The risks to research participants must be outweighed by the potential benefits to them or by the importance of the knowledge to be gained. Some guidelines can be noted for the risk-benefit evaluation.

a. A research procedure may not be used if it is likely to cause serious or lasting harm to the participant.

b. Compensation to volunteers should never be such as to constitute undue inducement.

c. The risk-benefit evaluation cannot be based solely on the willingness of participants to accept the risks, since participants, or those authorized to represent participants, may accept risks for unsuitable or inadequate reasons.

2. Levels of risk:

a. No risk. A research project is considered to involve no risk if

1) the participant experiences no pain or physical danger;

2) the participant experiences no emotional arousal or psychological stress beyond the levels normally to be expected in everyday life;

3) the project neither induces nor attempts to induce long-term significant change in the participant's behaviors (including attitudes toward self and others);

4) the data would not embarrass or socially disadvantage the participant, were confidentiality to be violated; and

5) any concealment on the part of or misinformation provided by the investigator (e.g., with regard to the specific purpose of the project) is such that there is no basis for believing the participant would choose not to participate in the research, had the true state of affairs in question been made known to him or her.

b. At risk. A research project shall be considered to involve risk whenever

1) any one (or more) of the criteria 1) through 5) in C.2.a. above is not met or is considered unlikely to be met;

2) the risk-benefit assessment is made difficult because of the type or amount of potential physical, psychological, or social harm involved; or

3) deception is introduced into the research. Deception refers to concealment on the part of or misinformation provided by the investigator to the participant with respect to which there is some basis for believing the participant would choose not to participate in the research had the true state of affairs in question been made known to him or her.

Among projects categorizable as involving risk, some would call for special attention because one or more of the following characteristics applies:

1) deception is used that entails sequences of misinformation likely to have the effect of making the participant feel, when apprised of the true state of affairs, that the participant has been duped, lied to, coerced into unexpected activities, or made to appear foolish, incompetent, or unscrupulous;

2) reasonable doubt exists as to whether the subject can be adequately disabused following a deception;

3) the nature of the project does not allow the participants to be disabused;

4) deception is involved that serves to increase the likelihood of an individual's agreeing to participate in the research;

5) the procedures involved are likely to produce anxiety, dis-

comfort, or frustration far beyond what is normal for everyday life;

6) the characteristics of the participants create a special concern about their physical well-being;

7) the research involves procedures which normally require a licensed professional to administer.

c. Perspective regarding levels of risk.

Since hard and fast rules cannot be drawn up for determining the level of risk, it is expected that the customs and practices associated with a given discipline (especially as spelled out in that discipline's own published ethical code, if such exists) will be given consideration in the decision-making process. It is believed likely that a substantial majority of studies subject to review will be considered to involve no risk or no more than minimal risk. In contrast, only a small number of those projects that do involve more than minimal risk are expected to involve risks calling for special attention.

D. Informed consent.

1. Components of consent. Informed consent refers to a person's freely given decision to participate in a research project based on full knowledge of relevant aspects of the project and the implications of the participation for the participant's welfare. Informed consent requires that the person be given

a. a fair explantion of the procedures to be followed;

b. a description of any attendant discomforts or risks;

c. an offer to answer any questions about the procedures; and

d. an instruction that the participant is free to withdraw consent and discontinue participation at any time without prejudice to the participant.

Furthermore, additional elements are required when subjects are enlisted, or may believe they were enlisted, because of their patient or client status.

e. identification of all experimental procedures;

f. a description of the physical, emotional and/or social benefits realistically to be expected; and

g. a disclosure of any appropriate alternative health procedures that could be advantageous for the participant.

In no case may the person's consent be based on an agreement, written or oral, through which the subject is made to waive, or appear to waive, any legal rights, or to release the University, its agents, or the investigator, from liability or negligence.

2. Qualified informed consent.

The introduction of deception in a research project necessarily qualifies the informed consent. In such cases, documented informed consent shall be obtained according to procedures approved by the reviewing committee.

3. Disabusement of deceived participants.

In those cases where deception is judged appropriate, the research procedures shall include a method for disabusing the participants at the earliest practicable time. Exceptions to this policy must be justified in a manner indicating that the nature of the deception precludes or militates against disabusement procedures. Such a circumstance must be spelled out by the investigator and considered in the evaluation of the risks and benefits of the proposed research.

4. Documented informed consent.

Documentation of informed consent is required in all research involving

risk and may be desirable in cases involving no risk. The documentation shall consist of the participant's signature on a form which includes the basic elements of informed consent, except that the description of the research procedures may be presented on a separate sheet. In all cases, the consent form shall provide the participant with the phone number of the Office for Sponsored Programs, along with the message that further information about the conduct and review of human research at the University of North Carolina at Greensboro can be obtained by calling that number.

Documentation of informed consent should be obtained, whenever practicable, directly from the participant. When the participants include individuals who are not legally or physically capable of giving documented informed consent, because of age, mental incapacity, or inability to communicate, then careful consideration must be given to whether third parties have both the legal authority and sufficient interest in and concern for the individuals to provide consent. Obtaining consent from the parents or guardians of minors does not preclude obtaining consent from the child. In general, documented consent should be obtained from the parent or guardian of a minor and the minor should also give oral or documented consent to an appropriate description of procedures, providing the minor is capable of doing so.

E. Review of ongoing projects.

1. No risk.

Review is not required when a new research project involves procedures for which the investigator has received a review within the previous 24 months, said review having resulted in the judgment that the procedures involve no risk (see definition of no risk in C.2.a.).

2. Risk

All projects classified as involving risk shall be subject to annual review until the project is completed, and subsequent projects shall be submitted for review in the same manner as a new proposal.

3. Research procedure changes.

Whenever a significant procedural change is introduced in an ongoing research project, regardless of the project's level of risk, a review of the change is required. (Significant change refers to those changes which could introduce increases in the magnitude of risk or an addition of a type of risk to the participant. Obviously, changes which may be important in regard to the outcome of the investigation may be trivial in regard to participant risks and as such would not qualify as significant changes.) Furthermore, if unforeseen consequences develop in the conduct of the research, the investigator has the responsibility of providing appropriate remediation, both for the participants and for the deficient research methods.

F. Research and the classroom.

Special considerations arise when students in a University course are solicited to serve as research participants, or research procedures are administered during scheduled class hours, or academic credit is given for participation in departmental research.

1. Solicitations to serve as subjects.

In the case of solicitations in the classroom, the instructor's first responsibility is to assure that solicitations are made only for those projects that have been reviewed and approved under the policy and procedures of this document.

Second, the instructor is obligated to assure that the solicitation does not lead the student to assume that participation is strongly expected by the instructor or that participation would influence the instructor's attitude toward or evaluation of the student.

2. Use of class time for research.

When class time is used for research procedures, it is appropriate to announce in advance the class period to be devoted to the research procedure. To present such procedures without prior announcement increases the probability that social pressures related to group conformity will coerce participation. Thus, on those rare occasions when the nature of the project precludes prior announcement, the investigator and the instructor must exercise increased diligence to assure that consent is freely given.

3. Subject pools.

Participation in a departmental or school "subject pool" may not be required of students in any University course. However, participation in a "subject pool" may be offered as an alternative requirement and a participant may receive grade credit, providing the alternative means of gaining equivalent credit is deemed of equivalent educational value and is a task that requires no greater expenditure of time and effort than the research participation.

Several procedures need to be instituted when research participation is offered as an alternative requirement in a course. During a class meeting, a written description of the research participation assignment and the alternative assignment(s) should be provided covering the following points: the amount of participation required; the kind of studies that will be available for participation; the right of the student to drop out of a given research project at any time without penalty; any penalties to be imposed for failure to complete the requirement or for nonappearance after agreeing to take part; the obligations of the experimenter in explaining the research and treating the participant with dignity; and the procedures to be followed if the student is mistreated in any way. The decision regarding the number of hours required for research participation shall be based on didactic considerations and not on the number of participation hours desired by the investigators in the department or college.

The principles underlying the procedures in F.3., above, also apply to instances when research participants are recruited from classes not involved in a departmental "subject pool."

G. Preparation of research proposals to conform with HEW guidelines for the protection of human subjects in research (Code of Federal Regulations 45 CFR 76).

1. If a research proposal involves human subjects, the principal investigator shall, under the heading HUMAN SUBJECTS at the end of the Methods of Procedure section of the proposal

a. Describe the requirements for a subject population and explain the rationale for using in this population special groups such as prisoners, children, the mentally disabled, or groups whose ability to give voluntary informed consent may be in question.

b. Describe and assess any potential risks-physical, psychological, social, legal, or other. Assess the likelihood and seriousness of such risks. If methods of research create potential risks, describe other methods, if any, that were considered and why they will not be used.

c. Describe consent procedures to be followed, including how and where informed consent will be obtained.

d. Decribe procedures (including confidentiality safeguards) for protecting against or minimizing potential risks and an assessment of their likely effectiveness.

e. Assess the potential benefits to be gained by the individual subject, as well as benefits which may accrue to society in general as a result of planned work.

f. Analyze the risk-benefit rationale.

PROCEDURES FOR IMPLEMENTATION OF POLICIES

A. All research with human subjects conducted by students or faculty at the University of North Carolina at Greensboro, whether or not requests for outside funding are involved, will be reviewed by a School and/or Department Human Subjects Review Committee (HSRC) to determine if participants are at risk, and if they are, to justify conduct of the research and to establish procedures that protect their rights.

1. Each unit of the University identified as an appropriate unit for review of faculty and student research will prepare procedures, guidelines, and policies for review of all research within its jurisdiction. These procedures, guidelines, and policies will be in conformity with University policies and procedures for the protection of human subjects in research but need not be identical in content or organization. Each unit of the University will submit its research review plans to the University Institutional Review Board for initial approval and will inform the University Institutional Review Board of any changes in procedures and policies prior to putting them into effect.

2. It will be the responsibility of the University Institutional Review Board to monitor School and/or Department policies and methods to determine if approved policies and procedures are being followed.

3. School and/or Department Human Subjects Review Committees will routinely file with the University of North Carolina at Greensboro's Institutional Review Board (1) notification of review of projects that entail no risks (Form 1-IRB); and (2) abstracts of student and faculty research projects along with copies of forms or procedures approved for the protection of human subjects in research or projects involving risk.

4. Principal investigators seeking outside funding should also submit copies of Form 2-IRB and copies of their proposals to the University of North Carolina at Greensboro's Institutional Review Board after approval by their School or Department Human Subjects Review Committee (HSRC).

B. The University Institutional Review Board will review any proposal for research on human subjects funded by external sources (e.g., city, county, state, federal, private funding agencies) before final contract arrangements are negotiated and after the School and/or Department Human Subjects Review Committee has completed its initial review.

(Until approval is given to School and/or Department Human Subjects Review Committee policies and procedures, the University of North Carolina at Greensboro's Institutional Review Board will assume responsibility for initial review of all research on human subjects for which grant proposals are involved. Initial review will be for the purpose of determining if subjects are at risk, and if so,

ensuring that their rights are protected. The initial review process will be accomplished by correspondence and phone calls by members of the University of North Carolina at Greensboro's Institutional Review Board whenever feasible. The University of North Carolina at Greensboro's Institutional Review Board Chairman will be responsible for reporting the Institutional Review Board's initial decision to the Office for Sponsored Programs.)

1. Under the Special Assurance provision used by the University of North Carolina at Greensboro, the initial determination of whether subjects in a research project to be submitted for funding are at risk will be made by the School/Department Human Subjects Review Committee and submitted directly to the Office for Sponsored Programs for processing and forwarding.

2. Should the granting agency indicate interest in the proposal, the University of North Carolina at Greensboro's Institutional Review Board will meet in person and will provide a full review of the grant proposal within 30 days after notification by the granting agency that such review is requested.

3. A majority of Board members will be required to be in attendance in order for a quorum to be present. Five Board members constitute a quorum.

4. Should any member of the Board have a conflicting interest in a grant proposal, that member shall not be involved in its review except to provide information.

C. Informed consent must be documented. The documentation will follow one of the following three forms:

1. Provisions of a written consent document embodying all of the basic elements of informed consent. This may be read to the subject or to a legally authorized representative, but in any event the subject or a legally authorized representative must be given adequate opportunity to read it. This form is to be signed by the subject or an authorized representative. A sample of the form as approved by the Committee is to be retained by the project director in the project file.

2. Provision of a "short" form written consent document indicating that the basic elements of informed consent have been presented orally to the subject or a legally authorized representative. Written summaries of what is to be said to the subject are to be approved by the Committee. The "short" form is to be signed by the subject or an authorized representative and a third party as auditor-witness to the oral presentation and to the subject's or an authorized representative's signature. A copy of the approved summary, annotated to show any additions, is to be signed by the persons obtaining the consent on behalf of the institution and by the auditor-witness. Sample copies of the consent form and of the summaries as approved by the Committee are to be retained in its records. Completed forms will be filed in accordance with the instructions in (1) above.

3. Modification of either of the above primary procedures. All such modifications must be approved by the Committee in the minutes signed by the chairman. Granting of permission to use modified procedures imposes additional responsibility upon the review committee and the institution to establish that the risk to any subject is minimal, and that use of either of the primary procedures for obtaining informed consent would surely invalidate the objectives of the research. The Committee's reasons for permitting the use of modified procedures must be individually and specifically documented in the minutes and in reports of the Committee actions to the files of the Institution.

D. Procedures to be followed by the University of North Carolina at Greensboro's Institutional Review Board for informing HEW about Special Assurance on any

research grant for which a request for assurance has been made

1. The specific grant, contract, or award shall be identified by its number (if known), by its full title, and by the name of the project or program director, principal investigator, fellow, or other person immediately responsible for the conduct of the project or activity.

2. The assurance shall be signed by an Institutional Review Board of not fewer than three members and executed by an appropriate institutional official.

3. The Committee shall describe in general terms those risks to the subject that it recognizes as inherent in the project or activity.

4. Consent procedures to be used should be identified. Any consent statement to be signed, heard, or read by the subject or responsible third parties should be attached.

5. The assurance should outline the circumstances under which the director or investigator will be required to inform the Committee of proposed changes in the project or activity, or of emergent problems, involving human subjects. The assurance should also indicate whether the director or investigator will be required to submit written reports, appear for interview, or be visited by the Committee or Committees to provide for continuing review. It should also indicate the intervals at which such review will take place.

Note: Forms and reference materials relevant to these procedures are available in the University of North Carolina at Greensboro Office for Sponsored Programs.

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